

Position Description

Job Title: Program Coordinator	Grade: 81
Incumbent: Vacant	Reports to: Director, Recruitment & Outreach
Division: Prof Exchange Community Outreach	Department: Prof Exchange Community Outreach (PECO)

Purpose of Position:

To support the global tracking of outreach and recruitment activities for KAUST scholarships. To provide administrative and operational assistance for the KAUST Scholarship Programs. To complete all assignments at a level equivalent to or exceeding internal/external standards. To contribute to divisional tasks and activities as required.

Principal Responsibilities:

Selection and Award Notification

- A. Assists with notification and acceptance tracking (student pre-advising period) for the KAUST Scholarship Programs: Discovery Scholarships and the KAUST Scholar Awards.
- B. Supports application processing and selection panels as needed.
- C. Supports the Assistant Director and staff on award notification and acceptance tracking.
- D. Assists and provides support to staff in the administration of databases and coordinates with I.T. vendors as needed.

Global Outreach and Nominations

- A. With the unit Director and Assistant Director, compiles and maintains tracking and reporting for global outreach activities and nomination university status.

- B. Supports materials and collateral updates and distribution of nomination packages to universities at start of each cycle.
- C. Works with Director and Assistant Director to compile reports, assemble documents, photocopy and distribute materials in hard copy and electronically.
- D. Contributes to outreach planning in the U.S. and Canada through research, materials preparation and distribution and logistics.
- E. Assists with website updates and monitoring.

Administrative and Operations

- A. Supports unit scheduling, meetings, Director's and Assistant Director's travel and expense reporting, payments to vendors and other administrative duties as requested.
 - B. Handles general external inquiries by phone and e-mail
- Maintains all staff-related lists for global KAUST Scholarship operations updated

Qualifications: Education/Experience/Skills:

- Undergraduate degree and 2-3 years of administrative experience.
- Experience in university administration or international student advising a plus.
- Ability to handle heavy workload and changing priorities and tasks under strict deadlines.
- Excellent command of technology and databases.
- Proven ability to manage accurately large amounts of data and to issue different types of reports, as requested.
- High level of organizational skills. Experience in maintaining personnel or student files preferred.
- Ability to work with students in multiple locations; good cross-cultural and communication skills.
- Possible travel to events and meetings internationally as needed.

Internal/External Contacts:

- Daily contact with IIE scholarship staff located in Washington, DC and global offices
- Frequent contact with Scholarship recipients; periodic contact with universities
- Contact with vendors

Supervision Exercised:

Interns

Supervision Received:

Works under the general supervision of the Director for Recruitment and Outreach

Personal Characteristics:

- Strong judgment and ability to independently problem solve
- Consistently follows-up on tasks, takes ownership of projects and responsibilities and able to supervise others on multiple tasks.
- Able to multi-task, juggle several projects concurrently and devote equal/adequate attention to all under very tight deadlines
- Works as a team player - contributes to the team, as well as handles tasks assigned by more than one supervisor
- Professional and mature, can interface with multiple audiences