

Jobs Across Kuwait

Gulf University for Science and Technology (Kuwait)

Full Professor in Economics

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

- Faculty - Liberal Arts - Economics
- Faculty - Business - Finance

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

Type:

Full-Time



Gulf University for Science and Technology (GUST) is Kuwait's first private, American-model university. GUST currently offers programs in Arts and Sciences, and Business-including an MBA. GUST is internationally accredited by various bodies including ABET/CAC (Computer Science), ACA (Mass

Communication), AACSB (Business), NOSS (Foundation Program Unit) and CEA (Foundation Program in English).

The Department of Economics and Finance in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in Economics to start in Fall 2021. The ideal candidate should have teaching experience in at least two of the following courses: Principles of Microeconomics & Macroeconomics, International Finance, Money, Banking & Monetary Policy, Econometrics, Managerial Economics, and Business Statistics. Preference will be given to graduates with a Ph.D. with a specialization in economics and an excellent research record in Economics and Finance. The State of Kuwait does not recognize degrees from online universities.

Qualified candidates are expected to:

1. Have completed all the requirements for their doctorate from a reputable international University at the time of appointment.
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have at least three years of teaching experience at the university level
4. Have a good quality publication record

The University is committed to lively teaching, integrating educational technology, and to active research and other forms of scholarship. Candidates must have completed, at the time of appointment, all requirements for their doctorate in the advertised fields. GUST offers generous salaries and an excellent benefits package including housing and transportation allowances, educational allowances for dependents, private medical and dental plans, as well as annual airfare return tickets home. Kuwait is also an income-tax-free country. Interested applicants are requested to visit our vacancies page at <https://apj.gust.edu.kw/talent> and fill out the online form and upload supporting documents including a cover letter, CV, and the names and contact information for at least three references.

APPLICATION INFORMATION

Contact:

Gulf University for Science and Technology

Online App. Form:

<https://apj.gust.edu.kw/talent>

Full Professor in Accounting

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Accounting

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

Type:

Full-Time



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The Department of Accounting and MIS in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in Accounting from candidates with a strong track record of teaching and research for a position at the rank of a Full Professor to start Fall 2021 or earlier. The successful candidate(s) must hold an earned PhD in Accounting from an internationally recognized university (preferably AACSB

accredited) and be able to demonstrate evidence of (or potential for), high-quality teaching and scholarship. Preference will be given to specialization in auditing, forensic accounting and financial reporting/taxation. The State of Kuwait does not recognize degrees from on-line universities.

Qualified candidates are expected to:

1. Have completed all the requirements for their doctorate from a reputable international University
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have at least five years of teaching experience at the university level
4. Have published good quality research papers in reputable international journals.

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APPLICATION INFORMATION

Contact:

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Online App. Form:

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Associate Professor for Management

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Management

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

Type:

Full-Time



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The department of Business Administration in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in Management to start Fall 2021. Areas of teaching include Strategic Management, International Business, Human Resources Management, Management and Organizational Behavior, Entrepreneurship, and Operations Management. Successful applicants must hold a PhD from an internationally recognized university in the field of primary teaching responsibility. The State of Kuwait does not recognize degrees from on-line universities. Appointments at advanced rank require a current appointment at that rank with a research and publication record meeting GUST standards.

Qualified candidates are expected to:

1. Have completed all the requirements for their doctorate from a reputable international University at the time of appointment.
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have at least three years of teaching experience at the University level
4. Have at least published three good quality publications

The University is committed to lively teaching, integrating educational technology, and to active research and other forms of scholarship. Candidates must have completed, at the time of appointment, all requirements for their doctorate in the advertised fields. GUST offers generous salaries and an excellent benefits package including a housing and transportation allowances, educational allowances for dependents, private medical and dental plan, as well as annual airfare return tickets home. Kuwait is also an income-tax-free country. Interested applicants are requested to visit our vacancies page at <https://apj.gust.edu.kw/talent> and fill out the online form and upload supporting documents including a cover letter, CV and the names and contact information for at least three references.

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Online App. Form:

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Full Professor for Management

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Management

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

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Qualified candidates are expected to:

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2. Maintain an increasingly significant professional and/or scholarly practice.
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4. Have at least published three good quality publications

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APPLICATION INFORMATION

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Gulf University for Science and Technology

Online App. Form:

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Full Professor for Finance

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Finance

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

Type:

Full-Time



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The Department of Economics and Finance in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in Finance for an open-rank position to start in Fall 2021. The ideal candidate should have teaching experience in at least two of the following courses: Portfolio Management, Entrepreneurial Finance, Real Estate Investment, Financial Engineering, Islamic Finance, Principles of Insurance, and Commercial Bank management. Preference will be given to graduates with a Ph.D. with specialization in Finance and excellent research record in Economics and Finance.

Qualified candidates are expected to:

1. Have completed all the requirements for their doctorate from a reputable international University at the time of appointment.
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have at least three years of teaching experience at the university level
4. Have at least published three good quality publications

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APPLICATION INFORMATION

Contact:

Gulf University for Science and Technology

Online App. Form:

<https://apj.gust.edu.kw/talent>

Instructor for Business Law

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Business Law

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

Type:

Full-Time



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The department of Business Administration in the College of Business Administration (CBA) at GUST invites applications for a full-time Instructor position in Business Law to start Fall 2021. Successful applicants must hold an L.L.M from an internationally recognized university in the field of primary teaching responsibility. The State of Kuwait does not recognize degrees from on-line universities.

Qualified candidates are expected to:

1. Have completed all the requirements for their L.L.M. from a reputable international University at the time of appointment.
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have excellent teaching experience at the University level.

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Associate Professor in Accounting

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Accounting

Posted:

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The Department of Accounting and MIS in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in Accounting from candidates with a strong track record of teaching and research for a position at the rank of an Associate professor to start Fall 2021 or earlier. The successful candidate(s) must hold an earned PhD in Accounting from an internationally recognized university (preferably AACSB accredited) and be able to demonstrate evidence of (or potential for), high-quality teaching and scholarship. Preference will be given to specialization in auditing, forensic accounting and financial reporting/taxation. The State of Kuwait does not recognize degrees from on-line universities.

Qualified candidates are expected to:

1. Have completed all the requirements for their doctorate from a reputable international University
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have at least five years of teaching experience at the university level
4. Have published good quality research papers in reputable international journals.

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APPLICATION INFORMATION

Contact:

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<https://apj.gust.edu.kw/talent>

Assistant Professor in Management Information Systems

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Information Systems and Technology

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

Type:

Full-Time



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The Accounting and MIS Department is seeking qualified applicants for an MIS Assistant professor position. The Department of Accounting and MIS in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in MIS at the rank of assistant professor position to start Fall 2021 or earlier. The successful candidate(s) must hold an earned PhD in MIS from an internationally recognized university (Preferably AACSB Accredited) and be able to demonstrate evidence of, or potential for, high-quality teaching and scholarship. Preference will be given to specialization in computing security, enterprise resource planning, data mining and knowledge management. The State of Kuwait does not recognize degrees from on-line universities.

Qualified candidates are expected to:

1. Have completed all the requirements for their doctorate from a reputable international University at the time of appointment.
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have at least three years of teaching experience at the University level

4. Have a good quality research papers published in reputable international journals

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Assistant Professor in Economics

Institution:

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Contact:

Gulf University for Science and Technology

Online App. Form:

<https://apj.gust.edu.kw/talent>

Assistant Professor in Accounting

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Accounting

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

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APPLICATION INFORMATION

Contact:

Gulf University for Science and Technology

Online App. Form:

<https://apj.gust.edu.kw/talent>

Assistant Professor for Marketing

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Marketing and Sales

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

Type:

Full-Time



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The business department in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in Marketing to start Fall 2021. Teaching includes corporate Marketing, Internet Marketing, Sales Management, and/or Quantitative Marketing. Successful applicants must hold a PhD from an internationally recognized university in the field of primary teaching responsibility. The State of Kuwait does not recognize degrees from on-line universities. Appointments at advanced rank require a current appointment at that rank with a research and publication record meeting GUST standards.

Qualified candidates are expected to:

1. Have completed all the requirements for their doctorate from a reputable international University at the time of appointment.
2. Maintain an increasingly significant professional and/or scholarly practice.
3. Have at least three years of teaching experience at the University level.
4. Have a good quality publication record.

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Contact:

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Assistant Professor for Management

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Management

Posted:

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Type:

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Assistant Professor for Finance

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Finance

Posted:

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Full-Time



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Qualified candidates are expected to:

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APPLICATION INFORMATION

Contact:

Gulf University for Science and Technology

Online App. Form:

<https://apj.gust.edu.kw/talent>

Assistant Professor for Business Law

Institution:

Gulf University for Science and Technology

Location:

Mishref, Kuwait

Category:

Faculty - Business - Business Law

Posted:

04/06/2021 (Reposted Job: Initially posted on 12/23/2020)

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The department of Business Administration in the College of Business Administration (CBA) at GUST invites applications for a full-time faculty position in Business Law to start Fall 2021. Successful applicants must hold a PhD in Law from an internationally recognized university in the field of primary teaching responsibility. The State of Kuwait does not recognize degrees from on-line universities.

Qualified candidates are expected to:

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American International University (Kuwait)

Full-time Faculty, Business Administration

Faculty · Jahrah, Kuwait

Full-time Faculty, Business Administration

<https://aiu.bamboohr.com/jobs/view.php?id=91>

The American International University (AIU) is looking for dynamic and engaged full time faculty for its newly established School of Business. We seek individuals who are passionate about teaching and mentoring students, building successful learning environments with students, and collaboratively engage with faculty and mentor students.

AIU invites applicants for a full-time Faculty appointment to teach business administration courses and general education programs. The ideal candidate is an innovative professional who leverages professional trends and technologies to deliver relevant classroom experiences. The successful

candidate will be a leader and current, active member of the finance field, be able to utilize and teach organization behavior, business computer applications, introduction to business, operation management, and business general education courses. Also, the candidate will possess the ability to work effectively with individuals from diverse communities and cultures. The position carries the expectation for research and school and university service in addition to teaching responsibilities.

Candidates should demonstrate excellence in teaching related to their specific expertise within the professional business administration curriculum, and be able to work within a small program, specialized in personal attention. Also, we expect leadership in undergraduate programs, curriculum development, mentoring, and startups. We welcome candidates who will diversify our curriculum and our faculty in regard to race, gender, and ethnicity.

Qualifications:

- Ph.D. degree in Business Administration – Management or related field
 - Effective communication skills in English
 - University teaching experience
 - Commitment to excellence in teaching and scholarship
 - Interest and experience working effectively with a diverse university community
 - Ability and willingness to work collaboratively with faculty from a variety of disciplines
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American International University (Kuwait)

Full-time Faculty, Business Administration - Finance

Faculty · Jahrah, Kuwait

<https://aiu.bamboohr.com/jobs/view.php?id=89>

The American International University (AIU) is looking for dynamic and engaged full time faculty for its new established School of Business. We seek individuals who are passionate about teaching and mentoring students, building successful learning environments with students, and collaboratively engage with faculty and mentor students.

AIU invites applicants for a full-time Faculty appointment to teach finance and business administration courses and general education program. The ideal candidate is an innovative professional who leverages professional trends and technologies to deliver relevant classroom experiences. The successful candidate will be a leader and current, active member of the finance field, be able to utilize and teach personal financial planning, business computer applications, introduction to business, and business general education courses, and have experience with standard tools including case simulations and finance lab. Also, the candidate will possess the ability to work effectively with individuals from diverse communities and cultures. The position carries the expectation for research and school and university service in addition to teaching responsibilities.

Candidates should demonstrate excellence in teaching related to their specific expertise within the professional business administration curriculum, and be able to work within a small program, specialized in personal attention. Also, we expect leadership in undergraduate programs, curriculum development, mentoring, and startups. We welcome candidates who will diversify our curriculum and our faculty in regard to race, gender and ethnicity.

Qualifications:

- PhD degree in Business Administration - Finance or related field
- Effective communication skills in English
- University teaching experience
- Commitment to excellence in teaching and scholarship
- Interest and experience working effectively with a diverse university community
- Ability and willingness to work collaboratively with faculty from a variety of disciplines

**President
American International University
(Kuwait)**

**[https://administration.academickeys.com/seeker_job_display.php?
dothis=display&job\[IDX\]=154230-SE210305m-8e&oid=1224852](https://administration.academickeys.com/seeker_job_display.php?dothis=display&job[IDX]=154230-SE210305m-8e&oid=1224852)**

Job Purpose:

The President of American International University serves as the Chief Executive and Administrative Officer at the discretion of the CEO and Board of Trustees. The incumbent will execute directly or by delegation, all executive and administrative duties in connection with the operation of the University. The incumbent will provide visionary, strategic, and forward-

thinking leadership while promoting well organized and sustainable procedures and policies, excellence in teaching, effective learning, and lifelong student success. For the early years, the President will lead the senior staff in successfully implementing the financial and marketing plans developed by the owners' group and the programs developed with the institutional partners. During this time the President will report directly to the Owners Representative/Executive Director; after the early years the President will report to the Board of Trustees.

Duties:

1. Make policy recommendations to the Board on all matters that affect the University
2. Recommend all additions or changes in personnel and in personnel policies
3. Submit an annual budget and administer the Board approved budget.
4. Report to the Board on the financial condition of the University on a regular basis
5. Attend all Board of Trustee meetings, as a non-voting member with voice. Oversee all presentations to the Board by University staff
6. Work closely with the institutional Partner universities to ensuring a strong and active engagement with the universities and the successful implementation of programs and services
7. Exercise broad, discretionary power in order to fulfill University mission
8. Be responsible for the formulation of all reports as may be required by the Board and/or government agencies
9. Serve as the institutional champion, building an effective and cohesive leadership team with a core commitment to academic excellence, student engagement and student success
10. Provide faculty and staff opportunities to grow, engage and develop their professional expertise
- 10 Sustain a highly qualified faculty and staff by providing a commitment to orientation, training, and information sharing so employees are better equipped to help and motivate students
- 11 Cultivate cross-campus collaboration between faculty, staff and students
- 12 Facilitate a culture of continuous improvement in this new University
14. Serve as highly visible ambassador for the University to the external community; establish innovative partnerships; represent AIU at functions
15. Utilize data to inspire innovation and changes for improving student outcomes
16. Encourage a spirit of collegiality and demonstrate a talent for inspiring others to action
17. Provide oversight for the improvements in the infrastructure of a University, including the physical facilities and information technology; lead sustainability efforts in University operations

18. Stay abreast of the laws, regulations and policies of the State of Kuwait, particularly those impacting the University
19. Weekend and evening duty as well as travel required
20. Perform such other duties as may be assigned or delegated by the Board of Trustees

Reporting Departments/Positions:

1. Division of Academic Affairs
2. Division of Administration
3. Division of Finance
4. Division of Enrollment and Student Life
5. Additional Divisions/Departments when they are created, including Alumni Affairs Department
6. Administrative Assistant

Skills:

1. Must possess skills to be able to explain and demonstrate the essential functions of the position; demonstrated knowledge and experiences within all facets of University administration
2. Ability to communicate ideas and information clearly and effectively at all levels within the University in English
3. Excellent oral and written communication skills with a talent for listening and forging consensus
4. Ability to lead by example, using the highest levels of academic and personal integrity in all interactions, and requiring the same from all community members
5. Possess ability to create strategic partnerships with business, other universities and other related organizations
6. Possess demonstrable ability to understand financial planning, spreadsheets and budget creation and oversight
7. Ability to meet deadlines and handle multiple complex projects
8. Ability to maintain calming demeanor and rationale in crisis or heated environment
9. Demonstrated ability to use sound judgment in decision-making and problem solving
10. Must be capable of maintaining confidentiality of work related information and materials
11. Demonstrated ability to plan, prioritize, and problem-solve broad strategic initiatives
12. Demonstrated ability to work effectively with a diverse group of professionals, students and parents, community members and constituencies
13. Ability to lead, inspire, supervise and evaluate personnel in an effort to meet institution goals and objectives
14. Demonstrated competency, experiences and/or understanding of the value, application and implementation of technology in higher education

15. Demonstrated proficiency in the use of standard software applications
16. Ability to work evening and weekends and travel as required

Experience and Education:

1. Advanced degree required (Master's, J.D., Ed. D., Ph.D., or equivalent); Ph.D. preferred
2. An appropriate combination of academic and leadership experience, including a minimum of five years of leadership at the senior level
3. Experience in strategic, educational, and facilities master planning
4. Demonstrated visionary, innovative, and effective leadership
5. Demonstrated understanding of, sensitivity to, and respect for diverse cultural backgrounds
6. Knowledge of and experience in preparing for institutional and program accreditation
7. Demonstrated organizational skills with an emphasis in budget and resource management
8. Successful experiences in the development, management and oversight of institutional, divisional and departmental budgets
9. Proven track record of team-building acumen and demonstrated successful leadership in a complex environment
10. Experience in staff development and evaluation
11. Demonstrated deep regard for students and appreciation for all aspects of student life
12. Evidenced track record in advocating and understanding the tenants for student success
13. Demonstrated evidence of creating a united cohesive team focused on teaching, learning, and student success
14. Experience with research and use of data in decision making

About American International University:

AIU is a new institution of higher education in Kuwait with the first student cohort admitted in fall 2019. It is a private, co-educational institution offering undergraduate degrees based on the American model of higher education. Through its educational programs, the University serves the intellectual, cultural, and personal growth of all members of its community. AIU's offers degree programs in Engineering, Architecture, and Design, and Business Administration where the language of instruction is English.

For more information about AIU visit: www.aiu.edu.kw

How to apply:

To apply for this position, please submit your resume, cover letter, and one photo to the below email address:

ExecutiveHR@aiu.edu.kw

American International University (Kuwait)

Associate Vice President for Academic Affairs

University Administration and Library · Jahrah, Kuwait

Associate Vice President for Academic Affairs

American International University - [Kuwait City](#)

<https://aiu.bamboohr.com/jobs/view.php?id=68>

American International University (AIU) is a newly established University. AIU offers an American style education, degrees, and majors, with the motive to educate and serve the people of Kuwait as well as international students. The University provides high quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The University values its role as an educational leader that promotes individual development and improves the overall quality of life in a diverse community. It offers academic and professional programs, which lead to degrees from the associate through baccalaureate and masters.

The **Associate Vice President for Academic Affairs** will serve as a senior member of the Division of Academic Affairs team; the AVPAA provides direction to and managerial oversight of a variety of initiatives designed to positively impact student success, retention, and timely graduation. He/she will supervise all activities, programs, and services related to academic advising and academic support, including academic remedial and skill-building programs and testing. The AVPAA will serve as conduct officer for all cases involving violations of academic policies.

Duties and Responsibilities:

- Serve as the conduct officer in all cases involving an alleged violation of academic policies, including those in the Student Code of Conduct and the Academic Honesty Policy.
- Provide leadership in the planning and development of operations processes as well as the evaluation for the University academic development programs.
- Lead initiatives with University departments, to enhance academic readiness for all students.
- In collaboration with Student Life, implement academic intervention programs designed to identify and enhance the chances of success of students at risk.

- Develop and administer related program budgets; including forecasting funds required for staffing, equipment, materials, and supplies; monitor division expenditures.
- Provide training and development initiatives for staff thus ensuring each member's effective contributions to student success.
- Maintain accurate, organized, and detailed records and develop/maintain reports as required or assigned for retention purposes.
- Coordinate, implement, and evaluate transition programs for new, transfer, and graduate students.
- Develop and maintain policy and procedure manuals related to unit programs and services.
- Assist in the identification, implementation, and evaluation of technology programs intended to enhance the operations of departments.
- Keep abreast of developments in higher education fields as related to assigned functions.

Experience and Education:

- Master's degree from a regionally accredited institution, PhD strongly preferred.
- Significant work experience in the Academic Affairs profession, at least 5 years.
- Three to five years of experience supervising professional-level staff.
- Experience with program development and assessment.
- Experience with designing academic systems and programs that support student learning, persistence, and retention.

About American International University:

AIU is a new institution of higher education in Kuwait with the first student cohort admitted in fall 2019. It is a private, co-educational institution offering undergraduate degrees based on the American model of higher education. Through its educational programs, the College serves the intellectual, cultural, and personal growth of all members of its community. AIU's offers degree programs in Engineering, Architecture, and Design, and Business Administration where the language of instruction is English.

For more information about AIU visit: www.aiu.edu.kw

American International University (Kuwait)

Executive Vice President

University Administration and Library · Kuwait, Kuwait

Executive Vice President

American International University - [Kuwait City](#)

<https://aiu.bamboohr.com/jobs/view.php?id=103>

Classification: Executive

Reports to: CEO

Job Purpose:

The Executive Vice President of American International University, Kuwait serves as the senior academic and student affairs officer, at the discretion of the CEO. This individual will oversee and align academic, student life, and ensure the quality of the faculty, administration, and student body in order to uphold the educational excellence of the University. In leading a new and growing community of students, the incumbent will provide leadership to support an academically rigorous, student-centered culture on campus. In addition, the EVP will be fully invested in the student retention of the institution, as well as progression and completion of initiatives and goals. The EVP will maintain a unifying vision for academic and student affairs at AIU. Furthermore, the incumbent will provide visionary, strategic, and forward-thinking leadership while promoting well organized and sustainable procedures and policies, excellence in teaching, effective learning, and lifelong student success. For the early years, the Executive Vice President will lead the senior staff in successfully implementing the financial and marketing plans developed by the CEO and the programs developed with the institutional partners.

Duties:

1. Serve as senior academic and student affairs officer, incumbent is responsible for the organization and administration of the University
2. Make policy recommendations to the Board on all matters that affect the University

3. Recommend all additions or changes in personnel and in personnel policies
4. Meet regularly with all department directors and above
5. Attend all Board of Trustee meetings, as a non-voting member with voice. Oversee all presentations to the Board by University staff
6. Work closely with the institutional Partner universities to ensuring a strong and active engagement with the universities and the successful implementation of programs and services
7. Exercise broad, discretionary power in order to fulfill University mission
8. Be responsible for the formulation of all reports as may be required by the Board and/or government agencies
9. Serve as the institutional champion, building an effective and cohesive leadership team with a core commitment to academic excellence, student engagement and student success
10. Provide faculty and staff opportunities to grow, engage and develop their professional expertise
 - Sustain a highly qualified faculty and staff by providing a commitment to orientation, training, and information sharing so employees are better equipped to help and motivate students
 - Cultivate cross-campus collaboration between faculty, staff and students
 - Facilitate a culture of continuous improvement in this new University
1. Serve as highly visible ambassador for the University to the external community; establish innovative partnerships; represent AIU at functions
2. Utilize data to inspire innovation and changes for improving student outcomes
3. Encourage a spirit of collegiality and demonstrate a talent for inspiring others to action
4. Provide oversight for the improvements in the infrastructure of a University, including the physical facilities and information technology
5. Weekend and evening duty as well as travel required
6. Perform such other duties as may be assigned or delegated by the CEO

Reporting Departments/Positions:

1. Division of Academic Affairs
2. Division of Administration
3. Division of Enrollment and Student Life
4. Additional Divisions/Departments when they are created, including Alumni Affairs Department
5. University Senior Leadership Team
6. Administrative Assistant

Skills:

1. Must possess skills to be able to explain and demonstrate the essential functions of the position; demonstrated knowledge and experiences within all facets of University administration
2. Ability to communicate ideas and information clearly and effectively at all levels within the University in English
3. Excellent oral and written communication skills with a talent for listening and forging consensus
4. Ability to lead by example, using the highest levels of academic and personal integrity in all interactions, and requiring the same from all community members
5. Possess ability to create strategic partnerships with business, other universities and other related organizations
6. Possess demonstrable ability to understand financial planning, spreadsheets and budget creation and oversight
7. Ability to meet deadlines and handle multiple complex projects
8. Ability to maintain calming demeanor and rationale in crisis or heated environment
9. Demonstrated ability to use sound judgment in decision-making and problem solving
10. Must be capable of maintaining confidentiality of work-related information and materials
11. Demonstrated ability to plan, prioritize, and problem-solve broad strategic initiatives
12. Demonstrated ability to work effectively with a diverse group of professionals, students and parents, community members and constituencies
13. Ability to lead, inspire, supervise and evaluate personnel in an effort to meet institution goals and objectives
14. Demonstrated competency, experiences and/or understanding of the value, application and implementation of technology in higher education
15. Demonstrated proficiency in the use of standard software applications
16. Ability to work evening and weekends and travel as required

Experience and Education:

1. Advanced degree required (MBA preferred) or Ph.D.
2. An appropriate combination of academic and leadership experience, including a minimum of five years of leadership at the senior level
3. Experience in strategic, educational, and facilities master planning
4. Demonstrated knowledge in the realms of Academic Affairs, Student Life, and University Administration.
5. Demonstrated visionary, innovative, and effective leadership

6. Demonstrated understanding of, sensitivity to, and respect for diverse cultural backgrounds
 7. Knowledge of and experience in preparing for institutional and program accreditation
 8. Demonstrated organizational skills with an emphasis in budget and resource management
 9. Successful experiences in the development, management and oversight of institutional, divisional and departmental budgets
 10. Proven track record of team-building acumen and demonstrated successful leadership in a complex environment
 11. Experience in staff development and evaluation
 12. Demonstrated deep regard for students and appreciation for all aspects of student life
 13. Evidenced track record in advocating and understanding the tenants for student success
 14. Demonstrated evidence of creating a united cohesive team focused on teaching, learning, and student success
 15. Experience with research and use of data in decision making
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American International University (Kuwait)

Assistant Vice President for Academic Affairs

University Administration and Library · Kuwait, Kuwait

Assistant Vice President for Academic Affairs

American International University - Kuwait City

<https://aiu.bamboohr.com/jobs/view.php?id=112>

American International University (AIU) is a newly established University. AIU offers an American style education, degrees, and majors, with the motive to educate and serve the people of Kuwait as well as international students. The University provides high quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The University values its role as an educational leader that promotes individual development and improves the overall quality of life in a diverse community. It offers

academic and professional programs, which lead to degrees from the associate through baccalaureate and masters.

The **Assistant Vice President for Academic Affairs** will serve as a senior member of the Division of Academic Affairs team; the AVPAA provides direction to and managerial oversight of a variety of initiatives designed to positively impact student success, retention, and timely graduation. He/she will supervise all activities, programs, and services related to academic advising and academic support, including academic remedial and skill building programs and testing. The AVPAA will serve as conduct officer for all cases involving violations of academic policies.

Duties and Responsibilities:

- Serve as the conduct officer in all cases involving alleged violation of academic policies, including those in the Student Code of Conduct and the Academic Honesty Policy.
- Provide leadership in the planning and development of operations processes as well as the evaluation for the University academic development programs.
- Lead initiatives with University departments, to enhance academic readiness for all students.
- In collaboration with Student Life, implement academic intervention programs designed to identify and enhance the chances of success of students at risk.
- Develop and administer related program budgets; including forecasting funds required for staffing, equipment, materials and supplies; monitor division expenditures.
- Provide training and development initiatives for staff thus ensuring each member's effective contributions to student success.
- Maintain accurate, organized and detailed records and develop/maintain reports as required or assigned for retention purposes.
- Coordinate, implement, and evaluate transition programs for new, transfer, and graduating students.
- Develop and maintain policy and procedure manuals related to unit programs and services.
- Assist in the identification, implementation, and evaluation of technology programs intended to enhance the operations of departments.
- Keep abreast of developments in higher education fields as related to assigned functions.

Experience and Education:

- Master's degree from a regionally accredited institution, PhD strongly preferred.
- Significant work experience in the Academic Affairs profession, at least 5 years.
- Three to five years of experience supervising professional level staff.
- Experience with program development and assessment.
- Experience with designing academic systems and programs that support student learning, persistence, and retention.

About American International University:

AIU is a new institution of higher education in Kuwait with the first student cohort admitted in fall 2019. It is a private, co-educational institution offering undergraduate degrees based on the American model of higher education. Through its educational programs, the College serves the intellectual, cultural, and personal growth of all members of its community. AIU's offers degree programs in Engineering, Architecture, and Design, and Business Administration where the language of instruction is English.

For more information about AIU visit: www.aiu.edu.kw

How to apply:

To apply for this position, please visit the Job Opportunities section of our webpage and submit your resume and cover letter: <https://aiu.edu.kw/careers/jobs>

American International University (Kuwait)

Associate Vice President for Enrollment and Student Affairs

University Administration and Library · Jahrah, Kuwait

Position description

Job Title: **Associate Vice President for Enrollment and Student Life**
<https://aiu.bamboohr.com/jobs/view.php?id=22>

Classification: Executive

Salary: DOE

Reports to: Vice President for Enrollment and Student Life

Job Purpose: Serve as a member of the President's Cabinet; serve as Enrollment and Student Affairs Officer and provide executive leadership for the overall planning, implementation, and evaluation of student affairs and enrollment management functions within the context of the institutional mission; ensure assigned departments fulfill college goals and objectives.

Duties:

- Serve as a member of the President's executive staff, participating in discussions, decision making, and policy making
- Provide highly responsible organizational and staff support to the President's Office particularly as it relates to student issues
- Lead all enrollment management and student affairs functions of the College
- Serve as the chief student advocate
- Develop, plan, implement and evaluate programs and services as well as establishing policies and procedures necessary to support student enrollment, engagement and persistence
- With the President and VPAA, work closely with the institutional Partner universities to supervise successful transfer and implementation of all programs; maintain and enhance the relationships between AIC and the Partners
- Create co-curricular opportunities for students intended to enhance the learning experience; work with the VPAA to ensure that all co-curricular programs work to enhance student learning and growth inside and outside the classroom
- Work with the VPAA and VPESL to coordinate enrollment management (student outreach, retention, and persistence efforts) in accordance with the college's strategic plan
- Work closely with the VPAA on student-related issues, such as enrollment management, academic advising, course scheduling, and co-curricular programming
- Supervise and direct, in conjunction with Director of Enrollment and Director of Marketing & Communications, student-related marketing and research initiatives
- Assist in the implementation and maintenance of Student Information System in conjunction with the IT Department and other related departments

- Select, train, lead and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff development
- Lead and supervise Enrollment & Government Scholarship Services; all Student Life functions including athletics, counseling and career services; Registration Services
- Develop and maintain policy and procedure manuals related to divisional programs and services; ensure that all departments also create and maintain these manuals
- Assist in the owners' planning of the institutional budget by providing accurate student enrollment projections and data
- Manage the divisional budget, assist with identification and prioritization of needs and purchases for assigned program areas; monitor expenditures
- Prepare and present reports and other necessary correspondence as it relates to students
- Serve on a variety of committees and task forces
- Represent the College at community and outside organization functions
- Represent the President's Office as required
- Keep abreast of developments in enrollment management, student services, higher education, and fields related to assigned functions
- Other duties as assigned

Reporting Departments/Positions:

- Department of Registration Services
- Department of Enrollment & Government Scholarship Services
- Department of Student Life
- Administrative Assistant

Skills:

- Must possess skills to be able to explain and demonstrate the essential functions of the position; demonstrated knowledge and experiences within all facets of enrollment and student life
- Ability to communicate ideas and information clearly and effectively at all levels within the College in English; must possess effective presentation skills
- Ability to meet deadlines and handle multiple complex projects
- Demonstrated ability to use sound judgment in decision-making and problem solving
- Must be capable of maintaining the confidentiality of work-related information and materials
- Demonstrated experience with enrollment services

- Demonstrated experiences in planning and directing programs for students
- Demonstrated ability to plan, prioritize, and problem-solve broad strategic initiatives
- Demonstrated ability to work effectively with a diverse group of professionals, students and parents, community members and constituencies
- Ability to manage complex divisional budgets accurately
- Ability to lead, inspire, supervise and evaluate team members in an effort to meet institution and division goals and objectives
- Demonstrated experiences in the application and implementation of student information systems in student life and enrollment services
- Demonstrated proficiency in the use of standard software applications
- Knowledge and experiences in the usage of social media in higher education
- Ability to work occasional evening and weekends

Experience and Education:

- Master's degree required; preferred in Higher Education Administration/Student Personnel or related field
- Seven years plus experiences in the higher education environment, in increasingly complex executive roles
- Experience in the supervision of enrollment management and/or student development programs and personnel
- Experience in the application and implementation of technology in student affairs, particularly student information systems
- Experience in the development, management, and oversight of institutional budgets
- Experience with research and use of data in enrollment and/or student affairs

For more information about AIU visit: www.aiu.edu.kw

American International University (Kuwait)

University Registrar (US National Only)

University Administration and Library · Jahrah, Kuwait

University Registrar

American International University - Kuwait City

<https://aiu.bamboohr.com/jobs/view.php?id=72>

Classification: Senior Leadership

Reports to: Vice President for Enrollment and Student Life

Job Purpose:

Serve as a senior member of the Division of Enrollment & Student Life; incumbent serves in the department of official record keeping of the institution and manages the programs and systems, policies, and procedures related to the institutional catalog: registration, student records, and retention. Supervises all activities related to records retention and disposal, enrollment verifications, student database management, graduation processes, and transfer evaluations.

Duties:

1. Serve as a member of the Vice President for Enrollment & Student Life senior staff, participating in discussions, decision-making, and policymaking.
2. Provide leadership and administrative support by coordinating, implementing, and evaluating the registration services functions including registration processes, security access to the student information system, student records, transfer and evaluation processes, course scheduling, institutional calendar development, and maintenance
3. Prepare accurate enrollment and statistical reports as required
4. In conjunction with Academic Affairs and Marketing & Communications manage the production of the University catalog
5. Coordinate class schedules with room assignments for optimum use of buildings and equipment
6. Supervise the coordination, evaluation, and certification of all graduation applications, while overseeing the complete graduation process to include assisting the Vice President of Academic Affairs office with all elements of the Graduation rehearsal, ceremony, and diplomas
7. Responsible for collecting, recording, maintaining, and reporting of student records within standard privacy guidelines, e.g., grades, registration data, transcripts, mid-term verification, student engagement eligibility, and other associated audits
8. Analyzes statistical data on registration for administrative use in formulating policies; problem-solve through research, analysis and recommend a resolution of student disputes as they relate to records and registration
9. Collaborate with Academic Affairs, Student Life, and IT to facilitate services to students
10. Identify and implement back-up mechanisms for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades, and working special events

11. Issue all official and unofficial transcripts, prepare all diplomas in consultation with the VPAA
12. Serve as a resource and support for departments as it relates to student records and retention, curriculum, and catalog issues
13. Oversee the production of ID cards for students
14. Select, train, lead and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff development
15. Oversee and implement the institutional Information System as it relates to student operations
16. Manage departmental budget accurately; including forecasting funds required for staffing, equipment, materials, and supplies; monitor department expenditures
17. Work collaboratively with the Department of Marketing & Communications in the creation and delivery of messages related to student registration processes and records
18. Develop and maintain policy and procedure manuals related to departmental programs and services
19. Assists students in addressing academic issues as related to student records
20. Serve on a variety of committees and task forces
21. Keep abreast of developments in higher education fields related to assigned functions
22. Other duties as assigned

Skills:

1. Must possess skills to be able to explain and demonstrate the essential functions of the position; demonstrated knowledge and experiences within all facets of the Registrar's operations
2. Ability to communicate ideas and information clearly and effectively at all levels within the University in English; must possess effective presentation skills
3. Ability to negotiate and reach mutual points of understanding among peers and colleagues
4. Demonstrated understanding of University and Academic Affairs structure, policies, and procedures, particularly as it impacts Registrar's office
5. Demonstrated knowledge and competence as it relates to student records and records retention
6. Demonstrated competency and experiences in the application, implementation, and delivery of technology in Records, Transcripts, and Registration Services

7. Demonstrated proficiency in the use of standard software applications
8. Demonstrable high ethical standards especially as it relates to the implementation of the catalog and student records
9. Ability to meet deadlines and handle multiple complex projects
10. Demonstrated ability to use sound judgment in decision-making, problem-solving, organizational, and time management skills
11. Must be capable of maintaining the confidentiality of work-related information and materials.
12. Demonstrated ability to plan, prioritize, and problem-solve in a fast-paced work environment
13. Demonstrated ability to work effectively with a diverse group of professionals, students, and constituents
14. Ability to lead, inspire, supervise, and evaluate team members in an effort to meet institution and department goals and objectives.
15. Ability to work occasional evening and weekends

Experience and Education:

1. Bachelor's degree required; Master's degree preferred in Higher Education Administration/ Student Personnel or related field
2. Bilingual English and Arabic strongly preferred
3. 5 years experiences in higher education environment; at least 3 years working in Registrar's office with increasingly complex roles
4. Experience in the supervision of department staff
5. Experience in the application and implementation of technology related to student information systems; experience with Banner preferred
6. Experience in the development, management, and oversight of departmental budgets
7. Experience with research, analysis, and use of data in higher education or Student Life.

About American International University:

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For more information about AIU visit: www.aiu.edu.kw
