

Personal Counselor

The American University in Dubai invites qualified applicants to apply for the position of **Personal Counselor**.

The fundamental responsibility of this position is to provide support, counseling and guidance to those students who are experiencing personal and psychological problems. The Personal Counselor identifies, diagnoses and provides support for students in need of counseling and refers students with severe psychological problems to mental health professionals in the area.

Principal Responsibilities:

- Providing personal counseling and support
- Referring students with severe psychological problems to psychiatrists and psychologists in the area.
- Conducting workshops on counseling related issues for students and staff
- Meet on a regular basis with and provide appropriate support to students with Special Needs

Competencies and Skills Used:

- Applicant should have experience with Special Needs students cases and providing the appropriate academic support.
- Strong organizational and time and people management skills
- Ability to handle multiple tasks simultaneously
- Attention to details
- Knowledge and application of counseling methodologies, interventions and resources
- Computer proficiency
- Exceptional written and oral communications skills
- Patience and the ability to work well under pressure
- Excellent follow-up skills
- Outstanding listening and interpersonal skills

Essential Qualifications:

- Master's degree in Psychology or Counseling
- License from home country of study or with the CDA/DHA (County Development Authority)
- Speaks Arabic

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury
Director of Human Resources
The American University in Dubai
P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.