

Female Housing Controller

The American University in Dubai invites qualified candidates to apply for the position of Female Housing Controller.

The fundamental responsibility of this position is to assist in implementing the Student Housing policies and to provide quality services to students by addressing their maintenance and logistic requests. The Housing Controller supervises a team of cleaners and works closely with the maintenance staff. In addition, the Controller supports the Resident Assistants with the logistics of their programming efforts.

Principle Responsibilities:

The Housing Controller is primarily responsible for implementing the policies, and providing clean and well-maintained facilities in the residence halls.

Specific responsibilities or duties include but are not limited to:

- Oversees projects assigned by Housing Manager.
- Handles day-to-day Housing issues, questions, concerns and complaints from residents.
- Conducts Housing tours for interested students and parents.
- Assists Housing Manager with check- in and check- out as needed.
- Reports to Housing Manager cases of vandalism, theft, roommate conflict, smoking, alcohol possession, noise, disturbance, facility damage, and maintenance needs.
- Be available and visible to address needs of Housing students.
- Monitors and maintains room inventories.
- Distributes keys and maintains key log.
- Liaises with Central Services to address and follow-up on requests.
- Assists Resident Assistants (RAs) in administering the Housing survey.
- Assists RAs with student violations.
- Maintains working relationships with housekeeping and maintenance staff to ensure assigned facilities are well maintained.
- Carries out tours in common areas on weekly basis to identify facility problems and initiate procedures for repairs.
- Knows how to use and where to get into all emergency shut off valves and switches
- Oversees gym maintenance.
- Checks Housing check-in times and reports curfew violation to the Housing Manager.
- Handles the storage.
- Works flexible, irregular hours as determined by needs of the Student Housing (on-call 24 hours per day).
- Other related duties as assigned.

Competencies and Skills Used:

- Knowledge of AUD rules, regulations, policies, procedures.
- Effective time management skills.
- Strong organizational skills and attention to detail.
- Patience and ability to work well under pressure.
- Ability to adhere to strict deadlines.
- Sensitivity to the needs and concerns of a diverse group of students.
- Positive attitude.
- Willingness to work additional hours.

Essential Qualifications:

- Female
- Excellent verbal and written communication in English
- High standards of personal hygiene and cleanliness

Desired Additional Qualifications:

- Bachelor's degree
- Prior experience in student housing
- Good computer skills and secretarial work experience

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

This position is suitable for those candidates already living in the UAE.

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 Houry
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.