



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement
Student Experience Coordinator

Job Summary:

The Student Experience Coordinator has the primary responsibility of organising, encouraging, and supporting a wide range of extra-curricular activities for UKH students.

They will also oversee the student council and ensure that the student representation systems at UKH are effective and responsive. Through close liaison with the academic Schools, the post holder will coordinate an integrated approach to academic and extra-curricular activities, ensuring a fulfilling, enjoyable, and productive student experience that supports the overall strategy of the University.

VACANCY TITLE:	Student Experience Coordinator
VACANCIES AVAILABLE:	One
OFFICE:	Office of the President
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr (Erbil)
REPORTING TO:	Vice President (Administration)
APPOINTMENT DURATION:	Three Years
PROBATION:	Six Months
APPLICATION DEADLINE:	Application is open until the position is filled.
JD VERSION (HR):	310823



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Duties and Responsibilities

- Organise, encourage, and promote a wide range of extracurricular activities designed to respond to student wishes and needs and support the development of well-rounded graduates.
- Support and coordinate a range of sports activities for UKH students including opportunities for local and international competitions.
- Ensure that extracurricular activities support the academic goals of the University and develop students' complementary skills to those developed in their formal studies.
- Working with senior management, coordinating a range of international summer school, exchange, and short course programmes for UKH students.
- Oversee the Student Council and associated student representation system and ensure that this operates effectively and responsively.
- Advise the senior management on opportunities to improve the overall student experience at UKH.
- Work closely with colleagues in academic schools, the academic registry, the public relations media and communications department, and other units to ensure appropriate internal and external awareness of UKH extracurricular activity.
- Develop and implement comprehensive awareness activities to educate students about various forms of harassment, including cyberbullying, discrimination, and academic misconduct. These activities should promote a culture of respect, inclusion, and mutual understanding on campus.
- Create user-friendly and highly confidential reporting channels for students to report any issues they face. Ensure that these channels are easily accessible and well-publicised throughout the university.
- Develop a structured process for addressing and resolving student issues that involve both faculty and students.
- Design and facilitate seminars and activities that educate, engage, and entertain students besides developing their careers:
 - Support innovative and creative programmes that surpass traditional lecture-style learning.
 - Arrange seminar content that is both informative and captivating. Utilise various teaching methods, such as case studies, real-world examples, and multimedia presentations, to breathe life into the material.
 - Investigate gamification techniques to enhance interactivity and enjoyment in learning. This may involve integrating educational games, quizzes, and competitions into seminars and activities.
 - Acknowledge that students possess different learning styles. Integrate multi-sensory elements, including visuals, audio, and tactile experiences, to cater to diverse learning preferences.
 - Extend invitations to guest speakers and subject matter experts capable of providing real-world insights and enthusiasm to the seminars. Their expertise and experiences can enhance the educational value.



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Person Specifications

- A bachelor's degree in a relevant field is essential, while a master's degree is preferred.
- Ability to orchestrate extracurricular activities, adeptness in orchestrating sports events, and active engagement in student affairs.
- Excellent written and verbal communication skills in the English language.
- Proficiency in leading teams, demonstrating project management skills, and aligning activities with academic objectives.
- Demonstrating an inclusive approach that resonates with a diverse student body.
- Adeptness in cultivating relationships with/between students, academic Schools/Departments, and external partners.
- Proficiency in enriching campus life and a perceptive understanding of student requirements.
- Possessing an analytical mindset and an ability to develop innovative solutions.
- Demonstrating flexibility in response to evolving trends and interests.
- Demonstrated leadership in student recruitment and marketing, with experience overseeing teams and innovating marketing strategies.
- Proficient in establishing accessible and highly confidential reporting channels.
- Experienced in developing structured processes for resolving student issues and employing mediation techniques to achieve favorable outcomes for all parties.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Student Experience Coordinator and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.