

## Job Announcement

<b>Position Title:</b>	<b>Student Mentoring Program Coordinator</b>
<b>Duty Station:</b>	<b>Kabul</b>
<b>Reports To:</b>	<b>Director of Student Affairs</b>
<b>No. of Position:</b>	<b>1 Position</b>
<b>Contract Duration:</b>	<b>3 Months</b>

### **AUAF Background:**

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2018 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's Student Affairs department is seeking a qualified candidate for a full time position as Student Mentoring Program Coordinator based in Kabul.

### **Position Summary:**

The AUAF Student Mentoring Program (SMP) matches new US Embassy Scholarship students (mentees) with a mentor who is a current US Embassy Scholarship student willing to share knowledge and experience. In general, mentors model the qualities necessary for successful completion of an undergraduate program. Mentors and mentees are matched by the Student Mentoring Coordinator (SMC) of the mentoring program.

### Key outcomes include:

- Provide positive role models
- Provide a framework for positive interaction between new students, student mentors and staff
- Orient new US Embassy Scholarship students to the university culture, services, and systems
- Enable new US Embassy Scholarship students to understand the challenges and opportunities of university and enhance opportunities for academic success
- Encourage student mentors in the development of leadership and interpersonal skills
- Improve retention and success rates of first-year US Embassy Scholarship students

- Provide a sense of belonging within the university culture and academic learning community
- Counter any initial feelings of isolation and/or anxiety
- Develop community engagement, leadership and cultural competency skills for mentors.

### **Duties and Responsibilities:**

- Coordination of program operations and implementation
- Coordinating and managing major activities of the mentoring program
- Collect and write detailed reports on scholars' academic and extra-curricular activities on monthly basis.
- Assist in analyzing students' academic performance and progress.
- Identify students with academic problems and mentor them towards appropriate solutions.
- Assist the Senior Grants and Scholarship Manager in collecting necessary information for reporting purposes.
- Perform Data-Entry to update scholars' tracking sheet as needed.
- Assist the Senior Grants and Scholarship Manager in collecting financial reports from the Finance team.
- Coordinate with scholarship team to insure students are complying with the funding policies.
- Evaluate scholars' mid-semester progress and guide them accordingly.
- Assess eligibility of and report on scholars residing in dorms.
- Writing program progress reports monthly
- Any other tasks assigned by the Director of Student Affairs or the Senior Grants and Scholarship Manager
- Facilitate workshops for US Embassy Scholarship student to enhance learning, engage them within the university community, and foster student success

### **Essential Qualifications:**

- The position requires the incumbent to reside in Kabul
- Bachelor's degree required (Master's degree in an appropriate field preferred),
- Three years or more experience with progressively greater responsibilities and accomplishments in program coordination;
- Experience in university and/or non-profit venues with individual, corporate, and government support;
- Experience working with a university in this capacity is an asset;

### **Required Skills:**

- Resourceful, outgoing, motivated, energetic, self-starting;
- Excellent English writing, speaking, and presentation skills;

- Excellent interpersonal skills;
- Ability to maintain confidentiality.
- Dedicated to the implementation of the university's mission and vision
- Ability and knowledge in maintaining a high degree of professionalism.
- Ability to operate a personal computer including Microsoft Office programs.

**Submission Guideline:**

Applicants must submit their resume and cover letter in one document to [nationaljobs@auaf.edu.af](mailto:nationaljobs@auaf.edu.af) Applications are accepted in English only. Please include "**Student Mentoring Program Coordinator**" in the subject line of the email.

**Application Deadline:**

All applications must be submitted on or before January 10, 2019. After reviews of the applications, formal interviews for the finalists will be set up in the AUAF International Campus.