



## Al Qasimi Foundation Position Overview: Manager of Scholarships and Student Programs

### ABOUT THE AL QASIMI FOUNDATION

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them ground policy decisions and programming in evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, arts, and culture and we have extended our reach to target groups that are particularly disadvantaged such as those in the prison, low-income students and their families and those the remote areas of Ras Al Khaimah.

### POSITION OVERVIEW & SCOPE

The Manager of Scholarships and Student Programs is responsible for managing the overseas scholarships and student programs offered through the Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research. The position is responsible for overseeing various student programs in the Scholarship Office including our Work Experience Program, Hands On Learning in a Box Summer Camp and Afterschool Program, IQRA Reading and Grammar Program, and assisting with the development of our new Internship Program. The manager reports to the Director of the Scholarship Office.

The Scholarship Office supports the academic, personal, and career development of talented Emirati students and government employees who seek to gain admission at the top universities in the UAE and overseas. One of its newest initiatives is to develop a *school to employment pipeline* through student internships. During the duration of their higher education studies, students will be given the opportunity to explore various career opportunities through interning with local, regional, and overseas business entities.

### RESPONSIBILITIES

- Overseas Scholarships (20%)
- Domestic and Overseas Internships (30%)
- Relationship and information management (20%)
- Student Programs (30%)

### SKILLS & QUALIFICATIONS

- Master's degree related to education, counseling, training and development, student affairs or any related field
- Advanced communication and relationship management skills
- Strong attention to details
- Strong mastery of the English and Arabic languages with evidence of solid writing and presentation skills
- Strong interpersonal communication skills and the ability to work effectively with a wide range of people from diverse backgrounds
- Minimum 2 years of previous relevant work experience in counseling or higher education environment preferred

- Knowledge and experience in the Gulf region preferred

This position offers a generous remuneration package that includes health insurance, 25 working days of annual leave, and an annual (economy class) plane ticket to the employee's country of origin.

#### **TO APPLY**

Candidates must complete the application form on the Foundation's career page: [www.alqasimifoundation.com/career](http://www.alqasimifoundation.com/career). Application requirements such as a resume, cover letter, portfolio, English writing sample, and three references (with contact details) should be attached to the application. **Incomplete materials will not be considered.**

Applications will be accepted and reviewed on a rolling basis until October 7th, 2022.