



## **JOB DESCRIPTION**

Job Title:	Quality Assurance Compliance Coordinator
Reporting Relationship:	Director of the Office of Institutional Effectiveness (OIE)
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

### **About Us**

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more](#).

### **About the Office of Institutional Effectiveness (OIE)**

This position reports to the Director of the Office of Institutional Effectiveness (OIE). One of OIE's primary goals is to coordinate, facilitate, and advance assessment practices and processes across the campus in support of evidence-based decision making and planning. The OIE strives to demonstrate to all stakeholders the high quality of teaching, learning, research, and publishing output of GSU's faculty and graduate students, and stay abreast of best practices in local and global peer institutions. The OIE leads the charge on all aspects of quality assurance and enhancement activities at GSU: from monitoring institutional strategic goals, to assisting with acquisition of international accreditation and global ranking, to advancing continuous assessment of operational functions, gathering and preserving institutional data and records, as well as engaging, leading, and working collaboratively with others to ensure compliance with regulatory requirements.

### **About the Position**

Reporting to the Director of the OIE, the Quality Assurance Compliance Coordinator is responsible for ensuring that the university's policies, procedures, and practices align with all relevant accreditation academic standards. The position is crucial in maintaining the institution's accreditation status and ensuring that the university administrative units are structured and operate in sync with all the legal and regulatory framework set by educational authorities in the United Arab Emirates (UAE). The Quality Assurance Compliance Coordinator is responsible for monitoring progress in matters

related to Quality Enhancement and Assurance of the institute's progress in areas of teaching, research, and knowledge production, with the objective of creating the best learning environment for faculty and graduate students, and most important is ensure that the institute achieves the highest ranking possible within the global educational ranking systems. The overall mission of the QA Compliance Coordinator is the development of a mechanism to ensure that each unit is informed about regulatory expectations and design of a cyclical schedule for monitoring unit compliance. The prospective candidate for the position should have an understanding of the academic quality framework with a commitment to promoting intentionally designed improvement plans for unit compliance.

### **Key Responsibilities**

- Monitor and ensure compliance with accreditation standards set by national and international accrediting bodies
- Maintain up-to-date knowledge of accreditation requirements and communicate changes to relevant university stakeholders
- Ensure that all institutional policies and procedures adhere to international regulatory requirements
- Review university policies to align with current regulations and accreditation standards
- Work closely with academic departments to interpret and implement regulatory requirements within the university context as assigned
- Review for revision all institutional policies to ensure they comply with local accreditation standards and regulatory requirements
- Collaborate with various GSU administrative units to ensure that policies are effectively implemented
- Ensure that all GSU related policies are regularly reviewed and updated to align with national standards and regulatory body requirements.
- Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.

### **Academic Qualifications**

- Minimum of Bachelor's degree in a relevant field

### **Professional Experience**

- Minimum of 3+ years of experience in regulatory compliance
- Experience with accreditation support, or a related roles within higher education
- Experience working with administrative operations for achieve corrective measures

### **Job-specific skills**

- Strong understanding of accreditation processes and regulatory requirements
- Ability to interpret complex regulations and provide clear guidance to university stakeholders
- Excellent attention to detail and organizational skills

- Strong communication and interpersonal skills
- Experience with policy development and review is an advantage

## **How to Apply**

- If you are interested, please submit your CV and Cover Letter via email to [careers@gsu.ac.ae](mailto:careers@gsu.ac.ae). Kindly include the position you are applying for in the subject line.

*Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowance subject to coordination of benefits.*

*GSU is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply.*

*We anticipate a high number of applications and will do our best to respond to any queries. Please note that only shortlisted applicants will be contacted in the first instance.*

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