

JOB DESCRIPTION

Job Title:	Quality Assurance Assessment 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

- Routinely review accreditation standards set by national and international accrediting bodies
- Monitor university policies to align with current regulations and accreditation standards for continuous monitoring of institutional operations
- Work closely with academic departments to evaluate and monitor academic programs' standards for teaching and student learning as assigned
- Collaborate with various GSU administrative units to ensure that GSU assessment framework and policies are effectively implemented
- Ensure annual review of all GSU policies and recommend updates to align with national standards and regulatory body requirements
- Follow OIE processes and standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
- Prepare timely and accurate OIE reports using statistical analysis, graphs, charts, trend analysis and other data presentation tools needed to inform and support decision making in various areas of the university's operations as assigned
- Provide analytical input for reports to be submitted to the Chancellor for Commission for Academic Accreditation (CAA) and the Ministry of Education (MOE) (including CHEDS reporting) purposes
- Assist in the development of various OIE and GSU reports to comply with CAA expectations.
- Design and administer surveys, questionnaires and other data collection instruments



- Summarize and report the findings into Action Plans with measurable improvement schedules
- Perform other related functions as assigned

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

Competencies and 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. 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 allowances 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.

