



Kuwait College of Science and Technology is fully licensed by the nation's Ministry of Higher Education/Private Universities Council and started its operation in 2016 offering degrees in Computer Science, Computer Engineering and Electronics and Communications Engineering. In 2022, the student population exceeded 1600, and the first cohort of engineers has graduated. The University has an outstandingly high research output in the context of the private universities in the Region.

One of the cornerstones of the University's strategy is "Engineering with Leadership", which means that the University aims to produce engineering graduates who are aware and conversant with management theory and techniques. Thus, its current engineering curricula already contain significant portions of economics, management, and entrepreneurship. In the near future, a new Faculty of Business Management will be launched.

The Department of Student Affairs is recruiting ambitious academics with a proven track record in teaching.

Job Vacancy	Events Officer (Local candidates Only)
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Candidate should provide high-level support to the Senior Events Officer on a broad range of quality administrative, planning, organization and implementation support services thus ensuring smooth events. Provide analysis and reports of the information as required.

DUTIES AND RESPONSIBILITIES:

General responsibilities:

- Assist in the preparation and analysis of events.
- Assist with all aspects of KCST events.
- Provide high-level administrative and clerical support to the events unit.
- Undertakes special projects to meet the objectives.
- Prioritizes and manages multiple tasks simultaneously and follows up on issues in a timely manner.
- Collect and prepare background documents for various tasks.
- Maintain confidentiality of records and information.
- Ability to interpret academic and administrative policies and procedures.
- Ability to keep up to date on relevant policies and procedures.
- Adhere to KCST internal policies and procedures.
- Ability to organise and prioritise multiple tasks and produce reports under strict guidelines.
- Undertake other duties as required by the Dean and direct supervisor.

Other responsibilities:

- Coordinating Events and Activities: Organizing and planning student events, such as orientations, social gatherings, workshops, and conferences. Ensuring a vibrant campus life by facilitating engaging activities and events.
- Event Organization Management: Collaborating with faculty, staff, and other education providers to enhance events.



- Record Keeping and Liaison Work: Maintaining and managing event records and data.
- Event Promotion and Marketing: Creating promotional materials (posters, flyers, social media posts) to advertise events. Collaborating with marketing teams to ensure effective event promotion.
- Logistics and Coordination: Managing event logistics, including venue booking, catering, transportation, and equipment setup. Coordinating with procurement on vendors and service providers follow-up.
- Budget Management: Developing event budgets and tracking expenses. Seeking sponsorships or funding for events.
- Collaboration with Faculty and Staff: Working closely with academic departments and faculty to align events with educational goals. Coordinating with other university offices (e.g., admissions, alumni relations) for joint events.
- Assessment and Feedback: Collecting feedback from participants to improve future events. Evaluating the success of events based on attendance, engagement, and outcomes.
- Time Management and Organization: Juggling multiple events and deadlines requires excellent time management skills.
- Interpersonal Skills: Building positive relationships with all stakeholders. Active listening, empathy, and conflict resolution skills.
- Creativity and Innovation: Coming up with fresh ideas for events and activities.
- Data Analysis and Reporting: Collecting and analyzing data related to event attendance, feedback, and impact. Preparing reports for university administration.
- Technology Proficiency: Familiarity with event management software, social media platforms, and communication tools. Using technology to streamline event processes.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Education: Bachelor's degree in Business/Computer Science/English or other related fields.
- Minimum 02 years' practical experience in a similar position is a plus.
- Experience in the academic environment is a plus.
- Experience in using Microsoft Office is a must
- Good interpersonal and problem-solving skills
- Able to work under pressure and multi-task.
- Time and task management
- Detail-oriented, and have the ability to maintain confidentiality and act wisely and decisively.

KCST offers internationally competitive salaries and health insurance subject to entitlement.

For full consideration, applicants should submit the following documents, preferably in a single ZIP file:

- i. Cover letter,
- ii. Curriculum vitae,
- iii. List of three professional references with contact information

Applications should be sent to careers@kcst.edu.kw. Review of applications will begin immediately and continue until the position is filled. All inquiries related to the advertised position should be addressed to careers@kcst.edu.kw. Please write **VACANCY IN STUDENT AFFAIRS – Events Officer** in the subject line.

Further information about the University and Job Openings can be found at <http://www.kcst.edu.kw/>.