



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title:

Campus Life Officer

Job Description:

Duties & Responsibilities:

- o Work directly with the Campus Life manager.
- o Coordinates with the Campus life manager in planning, developing, organizing, promoting and implementing Campus Life events.
- o Work closely with Scheduling Center and other campus departments.
- o Plan and organize internal and external events and activities.
- o Be able to design and post Campus Life announcement in English and Arabic, using design softwares.
- o Be able to timely produce descriptive articles about campus life activities.

Minimum Qualifications / Skills Needed:

- o University Degree in related field
- o Prior scheduling and event planning experience.
- o Good command of English for written and oral communication.
- o Ability to organize and meet deadlines.
- o Ability to work independently, with groups and other departments.
- o Computer skills (mainly Macintosh) very helpful.
- o Comfortable working in a professional manner with both the campus and external communities.