

Manager, Center for Inclusive Learning
Ajman University

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Posted Jan. 16, 2025, set to expire Jul. 20, 2025

Job Title	Manager, Center for Inclusive Learning
Department	Deanship of Student Services
Institution	Ajman University Ajman, , United Arab Emirates
Date Posted	Jan. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Professional Staff
Academic Field(s)	Sociology - Social Psychology Social Work Psychology - Experimental Psychology - Educational Psychology - Clinical Psychology - General
Job Website	https://aujobs.ajman.ac.ae/go/Administrative-Job/4157822/
Apply Online Here	https://aujobs.ajman.ac.ae/go/Administrative-Job/4157822/
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Job Description	

SUMMARY OF FUNCTIONS:

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The Manager of the Center for Inclusive Learning is responsible for providing strategic leadership and operational oversight for services aimed at supporting students with disabilities or special needs. The role involves creating a supportive and inclusive environment, ensuring accessibility, and advocating for policies that promote equity in education. The manager collaborates with academic staff, administrative departments, and external organizations to facilitate the success and well-being of students with disabilities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develop and implement strategic plans to support the academic, social, and emotional development of students of disabilities.
 - Lead initiatives that promote inclusivity and accessibility across campus.
 - Oversee the delivery of services including academic accommodations, personal support, assistive technology and learning accessibility.
 - Facilitate orientation programs for new students with disabilities, ensuring they have the resources they need.
 - Serve as a key advocate for students with disabilities, ensuring that their needs are recognized and addressed at all levels of the university.
 - Build and maintain relationships with university departments (e.g., academic staff, facilities, IT, and administration) to ensure accessibility in teaching, infrastructure, and digital resources.
 - Collaborate with external organizations, government bodies, and community stakeholders to improve support for the students with disabilities.
 - Organize workshops, seminars, and events that promote awareness of disability issues within the university community, and deliver training programs for university faculty and staff on inclusive teaching methods, and the use of assistive technology.
 - Develop and manage the budget for the center, ensuring optimal allocation of resources for services, equipment, and programs.
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- Source and manage grants, funding, and other external resources to support programs.
 - Ensure that the university complies with national and international regulations regarding

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accessibility and inclusivity.

- Prepare and present reports on the Center's activities, including service utilization, program effectiveness, and recommendations for improvement to university leadership.
- Regularly assess and evaluate the effectiveness of programs and services offered by the Center, making improvements based on student feedback and best practices.
- Develop key performance indicators (KPIs) for measuring success and the impact of the Center's initiatives.

QUALIFICATIONS & EXPERIENCE:

- Master's degree in Special Education, Psychology, Counselling, or a related field.
- Minimum of 7-10 years of experience in psychology in general or psychological counselling in specific, with at least 5 years working directly with individuals with disabilities or special needs in education environment.
- Minimum of 5-8 years of experience in managing a center for special needs or students with disabilities
- Ability to conduct and interpret psychological assessment.
- Valid certification or license in psychology (psychological counselling or therapy is preferred).
- Fluency in both Arabic and English.

KNOWLEDGE & SKILLS:

- Strong leadership and management skills, including the ability to motivate and inspire teams and build relationships with external stakeholders.
- Excellent communication and interpersonal skills, including the ability to interact effectively with students, faculty, staff, and external partners.
- Creative thinking and a passion for innovation.
- Decision-making and problem-solving skills.
- Strong analytical and problem-solving skills, including the ability to identify opportunities and develop strategies to address them.
- Ability to work effectively with cross-functional teams, including faculty, staff, students, and external partners.
- Ability to manage budgets and financial resources effectively, including identifying funding opportunities and making strategic investment decisions.
- Strong presentation and public speaking skills, including the ability to deliver engaging and informative presentations to large audiences.

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WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- Limited physical effort is required.
- No or very limited exposure to physical risk.

SUPERVISION:

Reports to:Deanship of Student Services

Subordinates:

- Psychological Counselor
- Braille Operator
- Administrative Coordinator

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Office of Human Resources
Ajman University
P.O. Box 346
Ajman



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