

## Corporate Relations Coordinator Jobs in American University Sharjah

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Company: American University Of Sharjah

Location: sharjah

Category: other-general

Corporate Relations Coordinator Jobs in American University Sharjah

Job Responsibilities:

Assist in the identification and cultivation of new and existing corporate and donor

prospects

Attend meetings and events, on- and off-campus, which may occur sometimes outside regular working hours

Assist in the solicitation of sponsorship for assigned university initiatives and events

Coordinate with sponsors, donors, and campus partners, as assigned, to ensure complete fulfillment of stewardship obligations

Conduct event logistics and organization for assigned OAAA events

Coordinate and follow up with sponsors on the timely issuing and settlement of invoices

**Job Requirements:**

Bachelor's degree

2+ years of relevant work experience

Demonstrated success in event management and project management

Excellent customer service skills

Excellent communication and organization skills

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