



UFE IS RECRUITING ITS STUDENT LIFE MANAGER

UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ

Founded in 2002, Université Française d'Égypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2025-2026, which will be a paradigm shift in UFE's educational and student life offerings alike.

THE POSITION

The Student Life Manager leads student life activities and support services to create a positive and engaging campus experience. The role oversees student events, wellbeing initiatives, and extracurricular programs while promoting student participation and inclusion. The Student Life Manager works closely with students and university departments to enhance campus life and student success.

Key Responsibilities

- Lead and manage the Student Life Department, ensuring that student engagement, well-being, activities and student support services are delivered effectively in line with the university's mission and policies.
- Plan, organize, and supervise student activities, clubs, cultural events, mentoring programs, and campus initiatives that promote student engagement, leadership, and an inclusive university environment.
- Providing guidance and support to students in non-academic matters and referring them to relevant university departments or external services when needed, while maintaining confidentiality and professionalism.
- Develop and implement student life policies, procedures and initiatives in accordance with the regulations of UFE and the requirements of the Egyptian Ministry of Higher Education and Scientific Research.



- Collaborate with academic departments, student clubs, and administrative offices to enhance student experience, improve university life, and support student success.
- Monitor student engagement, prepare reports and performance indicators, manage student life budget and resources, and recommend ongoing improvements to services and programs.
- Represent the Student Life Department during university events, including orientation, open days, graduation ceremonies, cultural celebrations, and community engagement activities, ensuring a safe, welcoming, and vibrant campus environment.

Education and Experience

- Bachelor's degree in education, Psychology, Social Work, Communication, Business Administration, or a related field.
- Minimum of 3–5 years of experience in student life, campus engagement, event management, or student support within a higher education institution, including experience coordinating student activities and leading initiatives.
- Trilingual proficiency in French, English, and Arabic, with excellent verbal and written communication skills, enabling effective interaction with students, faculty, staff, and external partners.

Profile Sought

- Capable of managing multiple initiatives, tracking progress, and delivering results on time.
- Brings fresh ideas to student engagement, wellness initiatives, and community-building efforts.
- Ability to work in a team, lead, and facilitate meetings effectively.
- Proactive mindset with the ability to propose innovative solutions.
- Strong interpersonal skills, with a focus on listening and diplomacy.
- Commitment to loyalty, discretion, and confidentiality.

The application should include:

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- The Cover letter and the CV should be submitted in English or French.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Mr. Mohamed Okasha, HR Director

(hr@ufe.edu.eg)

Applications should be sent to

presidence@ufe.edu.eg

hr@ufe.edu.eg

Deadline to apply: July 22, 2026