

Administrative Assistant – Visual Communication Department

The American University in Dubai invites qualified applicants to apply for the position of **Administrative Assistant – Visual Communication Department**

Principal Responsibilities:

- Manage day-to-day administrative operations and provide comprehensive support to the Program Chair and faculty.
- Coordinate departmental communications, including email correspondence, scheduling, calendar management, and meeting arrangements.
- Maintain departmental files, records, and supplies, ensuring organization, accuracy, and compliance with institutional standards.
- Coordinate logistics for departmental events, including conferences, seminars, workshops, exhibitions, guest speakers, and related activities.
- Organize faculty and advisory board meetings, transcribe minutes with accuracy and confidentiality.
- Monitor, process, and track supply requisitions and purchase requests; liaise with vendors and internal units to ensure timely procurement and delivery.
- Support accreditation processes by preparing, organizing, and maintaining documentation required for compliance with institutional and external accreditation bodies.
- Assist with student-related inquiries, communications, and documentation.
- Deliver high-quality service to faculty, staff, students, and external parties with professionalism, courtesy, and confidentiality.
- Perform additional duties and special tasks as requested by the Program Chair and faculty.
- Provide administrative support to the Dean and other departments within the School of Architecture, Art & Design when required.
- Support the Office of Student Recruitment and Admissions by assisting with exam proctoring duties, including
- Accuplacer exams and special accommodation exams, as required.

Competencies and Skills:

- Excellent written and verbal communication skills.
- Strong organizational, multitasking, and time-management abilities.
- Proficiency in MS Office applications, documentation, and administrative systems.
- Ability to work independently and within a team, prioritize tasks, and meet deadlines under pressure.
- Ability to collaborate effectively with faculty, staff, students, and external parties.
- Ability to coordinate across units and maintain positive working relationships.
- Knowledgeable of university procedures, academic environments, and departmental processes.

Required Qualifications:

- Bachelor's degree or equivalent.
 - Minimum 3 years of administrative or office management experience.
 - Proficiency in MS Office, email systems, and documentation.
 - Strong communication skills in English.
- Ability to manage multiple tasks and maintain confidentiality.

Preferred Qualifications:

- Experience working in higher education or academic environments.
- Familiarity with accreditation processes and academic documentation.
- Strong interpersonal skills in a multicultural environment.
- Communication skills in Arabic.

Applications will be accepted and evaluated until this position is filled.

Preference will be given to candidates who are already located in the UAE.

Interested applicants must submit the following required documents via email to recruitment@aud.edu.

Please state the title of the position as the subject of the email.

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.