**Executive Assistant – Office of the Provost and Chief Academic Officer**

The American University in Dubai invites qualified applicants to apply for the position of **Executive Assistant – Office of the Provost and Chief Academic Officer.**

The fundamental responsibility of this position is to support the Provost and Chief Academic Officer in all effective business, academic and the operational functioning of the office.

Principal Responsibilities:

* General management/support for the Office of the Provost and Chief Academic Officer
* Manage all administrative and academic activities of the office of the Provost and Chief Academic Officer
* Manage the Scheduling activities of the Academic council and the agenda, meeting minutes, presentations and updates
* Draft and reviews standards documentations
* Draft, review, prioritize, and respond to letters, emails, correspondences, and communications
* Develop and maintain minutes of meetings and action items
* Set up and maintain well-organized filing systems for the Office of the Provost and Chief Academic Officer
* Assist in planning of events, workshops and meetings
* Develop presentations to all external parties
* Management of website and social media accounts
* Make appointments and maintain calendars and schedules
* Handle all telephone, fax, e-mail and other communication
* Assist in planning of events and meetings
* Greet and assist staff, faculty and students
* Handle confidential documents and information
* Knowledge and high level of proficiency in the use of all office equipment
* Provide back-up support to the Office of the Provost and Chief Academic Officer with miscellaneous administrative duties
* Other related duties as assigned

Competencies and Skills Used:

* Excellent writing skills
* Excellent communications skills
* Strong organization and office administration skills
* Patience and the ability to work under pressure
* Excellent interpersonal skills
* Multitasking and prioritization skills
* Flexibility

Essential Qualifications:

* Excellent computer proficiency
* Excellent time management
* Ability to use time efficiently and meet deadlines
* Native English speakers are preferred, Arabic is essential

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

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to [recruitment@aud.edu](mailto: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

Alternatively, applicants can submit their application materials to the following postal address:

***Angele El Khoury***

***Director of Human Resources***

The American University in Dubai

P. O. Box 28282, Dubai, U.A.E.

*No telephone calls please.*

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