

Administrative Assistant – School of Arts and Sciences

The American University in Dubai invites qualified applicants to apply for the position of Administrative Assistant – School of Arts and Sciences.

As the first point of contact for all faculty, staff, and visitors, the prime objective of the Administrative Assistant is to assist the faculty of the School of Arts and Sciences and liaise with the Dean and various AUD schools and departments, all while projecting a professional image of the University as an Academic Institution.

Principal Responsibilities:

- Provide administrative support and assistance to the Dean, Chairs, Heads, and Coordinators in the various functions and activities carried out by the school
- Maintain an up-to-date and organized filing system for the school
- Managing a working calendar for the School and the Office of the Dean
- Assist the Dean with the collection and compilation of data, and with the production of written reports
- Facilitate purchase requisitions and the tracking of budget items
- Supervise the course archiving process at the end of each term
- Assist with planning and arrangements for conferences, seminars, and other events hosted by the School of Arts and Sciences
- Maintain the meeting schedules (times and places) for School-wide committees and other relevant bodies
- Take minutes for School-wide committee meetings
- Keep a faculty/staff attendance log for meetings and school-related events
- Maintain and update the mailing list used in all official correspondence by the Faculty in the School of Arts and Sciences
- Answer all incoming calls to the School of Arts and Sciences efficiently and redirect as appropriate
- Take and distribute messages for the Dean, Chairs, Heads, and Coordinators as appropriate
- Make appointments for the Dean, Chairs, Heads, Coordinators, and other faculty as needed
- Meet all visitors and guide them to the appropriate personnel
- Prepare all outgoing mail
- Distribute incoming mail
- Proctor entrance and other exams as requested
- Administer and maintain logs for Classroom Equipment (TV, VCR, O/H projector, etc.)
- Requisition of stationery and other office supplies as needed
- Photocopy material for Faculty as needed (only on an emergency basis)
- Other related duties as assigned

Competencies and Skills:

- Excellent written and oral communication skills
- Office administration
- Professional demeanor
- Ability to work under pressure
- Ability to multitask
- Patience and understanding

Essential Qualifications:

- Be able to prioritize and deal with several issues simultaneously

- Familiarity with online file management systems
- Familiarity with multiple-line telephone systems
- Computer proficiency, including MS Office
- Flexibility

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 for three (3) academic/professional references

*Please note that only shortlisted candidates will be contacted for the next stage of the selection process.
No phone inquiries, please.*