

Administrative Assistant – School of Engineering

The American University in Dubai invites qualified applicants to apply for the position of Administrative Assistant – School of Engineering. The fundamental responsibility of this position is to work with the School of Engineering Dean and Department Chairs to execute the School's strategic priorities and to manage the Dean's office in a functional and effective way.

Principle Responsibilities:

- Handling School-related external communication with partner organizations, accreditors, companies, universities, and high schools
- Managing the internal logistics of special events including workshops, conferences, and short courses
- Managing School of Engineering alumni relations
- Assisting with discipline-specific marketing and student recruitment efforts
- Writing articles for the School of Engineering newsletter and website
- Assisting the Dean and Department Chairs with administrative needs
- Collecting and analyzing data needed for accreditation and marketing purposes
- Coordinating tours and managing itineraries for external visitors when needed

Competencies and Skills Used:

- Excellent spoken and written English
- Track record of effectiveness in managing personnel
- Familiarity with the UAE / Gulf business environment
- Strong command of office productivity and desktop publishing software
- Excellent interpersonal skills and an ability to think strategically, analytically, and creatively
- Ability to work with multiple and diverse constituents

Essential Qualifications:

- Bachelor's degree
- Minimum five years of experience at increasing levels of responsibility in administrative assistance, public relations, or event management

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.

(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 Houry

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.