

## **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 proactively support the Office of the Provost in all effective business, academic and operational functions to ensure seamless workflow.

### *Principal Responsibilities:*

- Greet and assist staff, faculty, students, and external visitors with professional courtesy.
- Establish and maintain a well-organized digital filing system for the office.
- Manage confidential documents and information with discretion.
- Manage the administrative and academic activities of the Office, ensuring efficient and accurate execution.
- Respond to all telephone, e-mail, and other communication as needed.
- Coordinate the scheduling of Academic Council and University Curriculum Committee meetings, and prepare all necessary agendas, meeting minutes, presentations, and updates.
- Ensure timely follow up on all action items.
- Draft and maintain the Academic Affairs Calendar on a semester-by-semester basis
- Record, track, and process adjunct faculty appointments, application for faculty teaching offset (FTO), and approval of guest speakers in a timely manner.
- Record, track, and process summaries of faculty workload breakdown across the institution on a semester-by-semester basis
- Review and process all Professional Development (PD) applications and purchase requests from schools submitted to the Office of the Provost
- Track and reconcile budgetary expenses and purchase requests for the Office of the Provost
- Organize and manage the logistics around the Provost's Awards, Research Incentive Grant, Competitive Publication Funding, and faculty promotions.
- Communicate and follow up with all academic units on required submissions to the Office of the Provost, including but not limited to overload forms, graduate faculty status documents, annual reports, strategic plans/budgets.
- Collaborate with the Office of Institutional Effectiveness to gather and compile academic data for accreditation or planning purposes
- Draft, review, and prioritize, responses to letters, emails, correspondences, and communications
- Assist in planning and executing events, workshops, and meetings
- Assist in planning events, meetings, and conference travel for the Provost
- Maintain proficiency in all office equipment and technology.
- Provide back-up support to the Office of the Provost & CAO with miscellaneous administrative duties as needed.
- Update the Office of the Provost & CAO Operations Manual on as-needed basis
- Other related duties as assigned

### *Competencies and Skills Used:*

- Excellent verbal and writing communications skills
- Strong organization and office administration skills
- Patience and the ability to work effectively under pressure
- Excellent interpersonal skills
- Proficiency in prioritizing tasks and multitasking.
- Flexibility and adaptability

*Essential Qualifications:*

- Bachelor's degree in a relevant field
- A minimum of three years of prior administrative experience in a university setting.
- Excellent computer proficiency
- Excellent time management and ability to meet deadlines
- Excellent organizational skills, meticulous and detailed in completing tasks
- Fluent/ proficient in English with excellent writing skills

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](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

*No telephone calls please.*

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