

## **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 Office of the Provost and CAO in all effective business, academic and the operational functioning of the office.

### *Principal Responsibilities:*

- General management/support for the Office of the Provost and CAO
- Manages all administrative and academic activities of the office of the Provost and CAO
- Manages the scheduling of Academic Council and University Curriculum Committee meetings and the agendas, meeting minutes, presentations, updates, and follow up on action items.
- Assists in drafting the Academic Affairs Calendar on a semester-by-semester basis
- Drafts and/or reviews standards, university policies, publications, and other documentation
- Regularly updates the faculty roster with all required information
- Records, tracks and facilitates the processing of adjunct faculty appointments
- Creates summaries of faculty workload breakdown across the institution on a semester-by-semester basis
- Reviews all PD applications submitted to the Office of the Provost
- Tracks budgetary expenses for the Office of the Provost
- Manages the logistics around the Provost's Awards, Research Incentive Grant, and faculty promotions.
- Follows up with all academic units on required submissions to the Office of the Provost and CAO, including but not limited to overload forms, graduate faculty status documents, annual reports, strategic plans/budgets.
- Works with the Office of Institutional Effectiveness in gathering/compiling academic data for accreditation or planning purposes
- Drafts, reviews, prioritizes, and responds to letters, emails, correspondences, and communications
- Develops and maintains minutes of meetings and action items
- Sets up and maintains well-organized digital filing systems for the Office of the Provost and CAO
- Assists in planning events, workshops, and meetings
- Develops presentations to all external parties
- Manages academic information on the AUD website
- Makes appointments and maintains calendars and schedules
- Handles all telephone, e-mail and other communication
- Assists in planning events, meetings, and conference travel for the Provost
- Greets and assists staff, faculty, and students
- Handles confidential documents and information
- Maintains knowledge and high level of proficiency in the use of all office equipment
- Provides back-up support to the Office of the Provost and CAO with miscellaneous administrative duties
- Updates the Office of the Provost and CAO Operations Manual on as-needed basis
- 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:*

- Bachelor's degree in a relevant field
- At least 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.*