

## **Administrative Assistant – Architecture Department and the Center for Research, Innovation, and Design (CRID)**

The American University in Dubai invites qualified applicants to apply for the position of **Administrative Assistant – Architecture Department and Center for Research, Innovation, and Design (CRID)**.

The primary responsibility of this position is to serve as the first point of contact for all faculty, staff, and visitors. The main objective of the Administrative Assistant is to deliver exceptional customer care, projecting a professional image of the University as a distinguished academic institution.

### *Principle Responsibilities:*

- Answer all incoming calls (to Architecture & CRID) efficiently and redirect as appropriate.
- Take and distribute messages for Program Chair / Faculty & Director of CRID / CRID Committee.
- Make appointments for Program Chair / Faculty & Director of CRID / CRID Committee.
- Meet all visitors and guide them to appropriate personnel.
- Prepare all outgoing mail.
- Distribute incoming mail.
- Prepare and log all mail for courier collection, through main reception.
- Administer and maintain log for Classroom Equipment (TV, VCR,O/H projector etc).
- Maintain mailboxes and lockers.
- Photocopy class schedules for Students (if needed).
- Order Sundry supplies, as required, and follow-up on suppliers.
- Maintain faculty/employee attendance log, prepare monthly report to submit to Architecture Program Chair and Director of CRID.
- Provide administrative support and assistance to CRID and its Committee members and the Architecture department and faculty, in the various functions and activities carried out by this Department.
- Maintain a filing system for CRID and the Architecture Department (including, but not limited to, all accreditation exercises and visits).
- Maintain and update the mailing list used in all official correspondence by the Architecture Faculty and CRID Committee.
- Assist with planning and arrangements for conferences, seminars and other similar events hosted by CRID and Architecture Faculty.
- Maintain the meeting schedules (times and places) of Academic Council, and the other committees to which Faculty and CRID Committee may belong.
- Requisition stationery and supplies.
- Distribute Student coursework at the end of the semester / session.
- Photocopy material for Faculty and CRID Committee as needed.
- Taking down minutes at CRID and architecture faculty meetings.
- Other related duties as assigned and needed by the Architecture Department and the CRID.
- Support the CRID in all its activities, such as but not limited to, webinars, Seminars, Events, Research, Innovations and education.

### *Competencies and Skills:*

- College education.
- Excellent written and oral communication skills.
- Office administration (Filing, DTP & MS Office skills).
- Organized and able to work under pressure.
- Patience and understanding.
- Sense of humor.
- Ability to manage a group (CRID Committee, faculty and students).

- Taking initiative and being proactive in making the Architecture Department and the CRID run as smoothly and efficiently as possible.
- Being committed to the department and involved in departmental activities as well as CRID activities.
- Having a clear idea of the art school environment.
- Knows the University and the departmental regulations.
- Knows the Architecture program and each faculty member's schedule courses along with CRID schedule and activities.
- Personable, friendly and cooperative (good at guiding students and new faculty).
- Good at research and budgeting

*Essential Qualifications:*

- Be able to prioritize and deal with several issues simultaneously.
- Familiarity with multiple line telephone system.
- Computer proficiency including MS word and Excel.
- English written and spoken fluency.
- Flexibility and commitment to the Architecture Department and the CRID.
- Ability to delegate and make fast decisions in order to meet deadlines.

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.*