FULL TIME STAFF POSITION – EXECUTIVE ASSISTANT
RIT DUBAI
POSITION DESCRIPTION

ABOUT RIT DUBAI
RIT Dubai, a not-for-profit university affiliated with Rochester Institute of Technology in Rochester, NY, USA and located in Dubai, United Arab Emirates (UAE), is accredited by the UAE Ministry of Higher Education and Scientific Research and is licensed in Dubai by the Knowledge and Human Development Authority (KHDA). Individual degree programs may also have professional accreditations, such as the Association to Advance Collegiate Schools of Business (AACSB) for our business programs. RIT Dubai was established in 2008 to provide world-class educational programs in the UAE for students and professionals from across the globe. The vision of RIT Dubai is to be the premier provider of career-focused, technologically advanced education in the Middle East. RIT Dubai students are part of a new and exciting learning environment, one that is dedicated to the development of students’ competencies in engineering, business, information technology, service leadership, innovation, and entrepreneurship.

General Summary
Reporting directly to the President & the Vice President, works independently performing a wide range of confidential administrative and clerical support duties. Requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. Requires knowledge of the University and departmental policies and procedures. Includes responsibility for executive office management as appropriate.

• General Duties and Responsibilities:
  o Assisting team with activities as required including but not limited to answering phones, meeting preparation/meeting minutes, create expense reports for President and Vice President.
  o Assist the Institutional Effectiveness Office with the CHEDS preparation.
  o Assist with filing as needed.
  o Coordinate travel and accommodation arrangements for President, Vice President, and RIT Dubai visitors.
  o Maintain and assist with President’s and VPAA’s calendars.
  o Ensure that all government related licenses and documents pertaining to RIT are up to date.
  o Prepare official letters for students such as NOCs, Bonafide Certificates etc.
  o Manage procurement of business cards, letterheads, printer paper

Job Requirements:
• Technical Competencies: Microsoft Office: Word, PowerPoint, Outlook, Excel
• Interpersonal Competencies: Customer service focus. Ability to multi-task and manage multiple projects simultaneously. Excellent English verbal and written communication skills.
• Language Skills: Must be fluent in written and spoken English, spoken Arabic is preferred.
• Other Requirements: The successful candidate for this position is required to sign a written confidentiality agreement upon employment.
• Bachelor’s degree is required
APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

• Subject line must include the source, your name and position you are applying for; (Mr. John Smith – Executive Assistant)
• Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
• Resume or curriculum vitae
• Contact information

Applications review will begin immediately and continue until a candidate is found. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.