JOB DESCRIPTION

DEPARTMENT CHAIRS COORDINATOR

JOB DETAILS

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Department Chairs Coordinator</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Department/Division:</td>
<td>Administration</td>
<td></td>
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<tr>
<td>Reports to:</td>
<td>VP – Academic Affairs</td>
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<tr>
<td>Supervises:</td>
<td>None</td>
<td></td>
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<td>Last Updated on:</td>
<td>22 November, 2018</td>
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Summary
The coordinator’s role is to provide administrative and office support for the department chairs.

General Duties and Responsibilities:
Responsibilities include, but are not limited to:
- Perform standard office procedures, draft correspondences, data entry, scanning, photocopying, correspondence, proposals and reports.
- Set up and maintain paper and electronic filing systems for records, correspondences and other materials.
- Arrange professional travel and conference registration for department chairs.
- Arrange and coordinate meetings within department as well as external entities.
- Organize and arrange for meetings and events related to the department.
- Handle all the payments, purchasing orders and subscriptions for the department.
- Compose, type, and distribute meeting notes.

Job Requirements:
- Strong user level knowledge of Microsoft Office
- Strong interpersonal communication skills and tact in dealing with others
- Excellent communication skills
- Flexible, able to work in a fast-paced, high energy environment
- Strong organizational and multi-tasking skills
- Fluent English and Arabic language skills
- Bachelor’s degree required

Application Procedure
Please email your resume & cover letter to careersdubai@rit.edu. Subject line must include your name and position you are applying for; i.e.: <Your Name> - Department Chair Coordinator

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.