

JOB DESCRIPTION
DEPARTMENT CHAIRS 'ADMINISTRATIVE ASSISTANT

JOB DETAILS			
Position Title:	Department Chairs' Administrative Assistant	Grade	
Department/Division:	Academic Affairs		
Reports to:	Provost, Vice President of Academic Affairs		
Supervises:	None		
Last Updated on:	November 20, 2024		

Job Purpose

To provide secretarial, administrative, and clerical support to Department Chairs whilst maintaining high levels of customer service

Main Duties and Responsibilities:

- Arrange administrative matters regarding the day-to-day operations and procedures and correspondence such as calls, post, emails, faxes, official documents etc. as instructed to ensure optimum communication between faculty, departments, staff members and students.
- Coordinate all administration requirements including secretarial and office administration, including travel bookings, accommodation, and other logistical requirements.
- Support Department Chairs with planning and organizing academic department events and ensuring all administrative requirements are delivered in an efficient and effective manner.
- Maintain files, records and confidential correspondence, reports and memos pertaining to departmental and business activities for future use.
- Arrange to receive guests/visitors and cater to their requirements in a professional manner as per RIT policies and procedures and always maintain RIT's image.
- Prepare written correspondence as instructed and exercise own judgment in handling correspondence matters between faculty, departments, staff members and students.
- Manage the diaries of Department Chairs to schedule meetings and engagements for efficient time management.
- Prepare meeting schedules making prior arrangements, prepare meeting agendas, meeting registers, and recording and communicating minutes of meetings to relevant stakeholders.
- Maintain the required quantity of stationery and always supplies and ensure relevant office supplies are ordered regularly to meet business requirements.

- Handle incoming/outgoing calls to Department Chairs to ensure calls/enquiries are directed in an efficient manner and ensure information is accurately communicated and recorded.
- Meet and greet all university visitors to the offices of Department Chairs as per RIT policies and procedures ensuring a professional and courteous demeanor is always reflected.
- Coordinate with the IT department for the installation/modification of telecommunications and computer network connections for efficient running of the offices of Department Chairs.
- Assist in developing reports, correspondence, and notifications to support the efficient running of the offices of Department Chairs.
- In coordination with the Facilities and IT departments ensure all necessary protocols are followed and adhered to in all interactions on behalf of the Department Chairs.
- Act as point of contact for all government interactions related to Department Chairs and ensure all queries are addressed in a timely manner.
- Consolidate documentation and ensure all documentation is prepared, processed, and archived as per RIT policies and procedures.
- Review and validate student sick leave certificates as per RIT policies and procedures.
- Always maintain confidentiality of information and integrity of data.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.
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Required Minimum Qualifications

- Bachelor's degree in Business Administration or a relevant field
- Minimum of three (3) years of relevant event experience
- Previous experience in higher education/university operations is highly preferred

Application Procedure:

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

- Subject line must include the source, your name and position you are applying for; (Name – Department Chairs Administrative Assistant)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements



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- Resume or curriculum vitae
 - Contact information

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