

JOB DESCRIPTION

OFFICE MANAGER

JOB DETAILS			
Position Title:	Office Manager	Grade	14
Department/Division:	Office of the President		
Reports to:	University President		
Supervises:	None		
Last Updated on:	November 24, 2025		

Job Purpose

This critical role is responsible for driving the strategic effectiveness and influence of the President's office, serving as a key liaison between the President, senior leadership, internal and external stakeholders, and the university community.

Main Duties and Responsibilities:

- Directly manage the President's complex daily, weekly, and annual commitments, serving as the chief liaison to ensure the President's time is strategically aligned with institutional priorities and high-impact activities. This includes comprehensive management of meetings, key appointments, travel, and events.
- Initiate, coordinate, and drive critical outreach projects and initiatives as assigned by the President, ensuring timely execution and successful outcomes that advance institutional goals.
- Oversee and control all incoming and outgoing executive communications and tasks – internally and externally. Draft, refine, and authenticate high-level internal and external reports, presentations, and correspondence on behalf of the President, ensuring messaging is strategic, accurate, and reflects institutional posture and confidentiality standards.
- Implement and maintain a comprehensive, confidential electronic and physical filing and records management system for the Office of the President.
- Manage the operational budget for the President's Office, including processing invoices, expense reports, and monitoring expenditures.
- Act as the primary point of contact and gatekeeper for the President's Office, effectively filtering and prioritizing requests, inquiries, and visitors, and directing them to the appropriate senior staff or department.
- Attend key executive and strategic meetings to synthesize discussion points, document crucial decisions, and rigorously track and ensure follow-through on all assigned action items by relevant parties.
- Lead the planning and seamless execution of high-profile presidential events, including receptions, formal dinners, and major community and campus engagements.

- Coordinate and organize logistical and operational alignment for internal meetings and collaborations involving global campuses and diverse high-level stakeholders.
- 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.
- Serve on academic and administrative committees as assigned by the President.

Required Minimum Qualifications

- Bachelor's degree from a reputed university.
- Minimum of five years of relevant experience
- Advanced written and verbal communication skills in English
- Previous experience in higher education is preferred

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;
(Name – Office Manager)
- 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 selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.