
JOB DESCRIPTION

Job Title:	Executive Assistant to the Chancellor
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full-time
Role Purpose:	Responsible for providing high-level professional administrative support

About Us:

The Africa Institute is a globally oriented institution of research, documentation, study and teaching of Africa and its diaspora, in the humanities and social sciences. It is conceived as a research-based think-tank, and a postgraduate studies institution (offering both master's and Ph.D. programs, and diplomas in African Languages and Translation), which aims to train a new generation of critical thinkers in African and African diaspora studies. The Africa Institute is proposed to be a model center of excellence in research, teaching, and documentation that is hoped to match in quality and breadth of coverage, existing peers of African and African Diaspora Studies in Africa, Europe, and North America. The Africa Institute is now integrated into the newly established Global Studies University (GSU) to form one of its networks of semi-independent institutes and colleges, each concentrating in different regions worldwide. These globally oriented institutions aim to focus on postgraduate studies, research, and documentation of histories, cultures, and peoples who constitute different regions of the world. The institution is led by Hoor Al Qasimi, President of Global Studies University, and Salah M. Hassan, Dean of The Africa Institute and Chancellor of Global Studies University. [Read more.](#)

Summary of Position:

GSU is seeking a highly organized and efficient Executive Assistant to support the Chancellor of the institute. The candidate should be adept at handling administrative tasks, managing schedules, and facilitating communication between the Chancellor and various administrative managers and heads of departments. The Executive Assistant plays a crucial role in ensuring the Chancellor's office functions seamlessly, providing essential support to enhance its operational efficiency and effective management. Given the nature of the Chancellor's office, the Executive Assistant should be flexible and consistent, while maintaining the confidentiality of high-level management and operations.

Objectives:

- Support the Chancellor primarily and provide additional support to executive team members to ensure that institute goals and objectives are accomplished and its operations run efficiently.
- Manage communication with external and internal entities by liaising with executive administrators, members of the faculty, and other employees on various administrative projects and tasks.

Responsibilities:

- Prioritize and manage the Chancellor's professional and personal scheduling, including arranging meetings, coordinating appointments, and preparing agendas.
- Coordinate complex scheduling and calendar management, oversee the flow of information, record meetings, and follow up on action items to ensure productivity and positive outcomes.
- Draft, proofread, and edit various documents such as emails, reports, and presentations on behalf of the Chancellor.
- Handle sensitive information discreetly and maintain confidentiality in all aspects of the role.
- Manage travel logistics, including accommodations and transportation arrangements.
- Provide administrative and office support as needed.
- Maintain professionalism and strict confidentiality.
- Organize communications and plan events as required.

Qualifications and Skills:

- The ideal candidate must hold a Master's degree in a relevant field, or a Bachelor's degree with a minimum of five years' experience in a relevant position.
- Excellent written and verbal communication skills. Preferably bilingual and fluent in both English and Arabic languages.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.
- Strong organizational and multitasking abilities, with meticulous attention to detail.

If you are interested, kindly send an email with your CV and a Cover Letter to the following email: careers@theafricainstitute.org. Please mention the position you are applying for in the subject line.

"Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits."

"GSU is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply."