



<b>Job Title:</b>	Administrative Coordinator
<b>Reporting Relationship:</b>	Director of the Office of Institutional Effectiveness (OIE)
<b>Location:</b>	Global Studies University, Sharjah, UAE
<b>Expected Starting Date:</b>	For immediate hire
<b>Job Status:</b>	Full time
<b>Application Deadline:</b>	The position is open until filled

## About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute (TAI) in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. [Read more.](#)

## Position Summary

The objective of the Administrative Coordinator position is to provide direct administrative and professional support to the Director of the Office of Institutional Effectiveness and also assist in the coordination of all related academic, business, and operational activities of the OIE to ensure quality assurance and enhancement of all academic and non-academic functions at GSU-TAI as assigned.

## Key Responsibilities

- Provide general management/support for the Office of Institutional Effectiveness (OIE)
- Manage all administrative and academic activities of the OIE as assigned
- Manage the scheduling meetings of the OIE with academic and non-academic
- Handles review of documentations as instructed
- Develop and maintain minutes of OIE meetings and action items
- Set up and maintain well-organized filing systems for the OIE
- Assist in planning quality assurance activities, OIE workshops and meetings
- Disseminate technical materials to all stakeholders as needed.
- Contribute to the development and maintenance of OIE website contents.
- Make appointments and maintain calendars and schedules
- Assist in planning meetings and activities
- Handle confidential documents and information
- Knowledge and high level of proficiency in the use of all office equipment
- Other related duties as assigned



## Academic Qualifications

- Minimum of Bachelor's degree in a relevant field

## Preferred Professional Experience

- Minimum of 5 years of experience in higher education or research institutional setting
- Demonstrated experience providing administrative support to multiple units within an academic organization

## Competencies and Skills

- Excellent interpersonal and communications skills
- Strong organization and office administration skills
- Patience and the ability to work under pressure
- Multitasking and prioritization skills
- Excellent computer proficiency
- Excellent time management
- Ability to use time efficiently and meet deadlines
- English and Arabic speaking is essential

If you are interested, please submit your CV and Cover Letter via email to [careers@theafricainstitute.org](mailto:careers@theafricainstitute.org). Kindly include 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.*

*We anticipate a high number of applications and will do our best to respond to any queries. Please note that only shortlisted applicants will be contacted in the first instance.*

