

## **JOB DESCRIPTION**

Job Title:	Academic Affairs Programs Administrator (UAE residents)
Reporting Relationship:	Director of Academic Affairs
Location:	Global Studies University, Sharjah, United Arab Emirates
Job Status:	Full time
Application Deadline:	The position is open, until filled

### **About Us**

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute 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.](#)

### **About the Position**

The Academic Affairs Programs Administrator provides high-level executive, academic, and programmatic support to the Office of the Director of Academic Affairs and works closely with the Chancellor's Office, under the direct supervision of the Director of Academic Affairs.

The role is central to the planning and delivery of the university's intellectual life, academic calendar, and institutional academic engagements, while ensuring the smooth and effective daily operation of the Academic Affairs Office. The incumbent supports the execution of institutional priorities, academic events, and international academic engagement, and plays a key role in coordinating academic activities and initiatives.

### **Key Responsibilities**

#### **Executive & Office Operations Support**

- Provide high-level executive, administrative, and coordination support to the Office of Academic Affairs and the Office of the Chancellor
- Draft official correspondence, briefing notes, reports, presentations, and academic communications for leadership
- Track academic initiatives, follow up on action items, and ensure deadlines and deliverables are met



- Coordinate workflows between Academic Affairs and other university units to support smooth operations
- Support the organization, efficiency, and day-to-day management of the Academic Affairs Office
- Perform other related duties as assigned by the Director of Academic Affairs

#### **Academic Programs & Partnerships Support**

- Support the development and coordination of international academic collaborations and partnership-related activities in close alignment with Academic Affairs priorities
- Coordinate inbound and outbound faculty exchange and academic mobility programs, including liaising with departments, scheduling interviews, and managing academic communications
- Serve as the main point of contact for visiting faculty and scholars, providing pre-arrival academic coordination and on-site support
- Assist with the coordination of international academic delegations, including scheduling, logistics, and academic program planning
- Maintain accurate records of international academic engagements, agreements, and visits for institutional reporting and follow-up
- Support academic leadership in the preparation of partnership-related academic materials, summaries, and documentation
- Assist with content related to academic visits and international academic engagement for institutional communication platforms, as needed

#### **Academic Calendar & Institutional Coordination**

- Develop, maintain, and oversee the annual academic and institutional events calendar
- Coordinate scheduling and logistics for seminars, lectures, workshops, conferences, faculty meetings, and institutional academic events
- Prepare official invitations, agendas, programs, and event materials for academic activities
- Coordinate visits of scholars, speakers, and fellows, including schedules, academic engagement, and on-site logistics
- Manage the daily calendar and priorities of the Director of Academic Affairs, ensuring effective planning and follow-up

#### **Required Education**

- Bachelor's degree in International Relations, Education, Humanities, Social Sciences, or a related field
- Master's degree is an advantage



## Professional Experience

- Minimum 5 years of Experience supporting senior leadership in a university, research institute, or academic organization preferable in UAE
- Demonstrated experience coordinating academic events, programs, or institutional initiatives
- Experience working with faculty, scholars, or academic units is strongly preferred
- Previous experience working in a higher education institution role conducting research and producing summary reports is strongly preferred

## Competencies and Skills

- Strong organizational and coordination skills with attention to detail
- Excellent written and verbal communication skills in English (Arabic is a must)
- Ability to manage multiple priorities in a fast-paced academic environment
- Experience leading teams, managing conflict, and driving change
- Professional judgment, discretion, and executive presence
- Strong interpersonal skills and ability to work with diverse academic stakeholders
- Proficiency in MS Office and institutional systems

## How to Apply

If you are interested, please submit your CV and Cover Letter via email to [careers@gsu.ac.ae](mailto:careers@gsu.ac.ae). 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.*

\*\*\*

