

JOB DESCRIPTION

Job Title:	Executive Assistant to the Chancellor
Reporting Relationship:	Office of the Chancellor
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
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

GSU seeks a highly organized, efficient, and professional Executive Assistant who will provide high-level administrative and strategic support to the Chancellor's Office. The position manages a broad range of executive office functions, ensures seamless communication and coordination at the highest level of the institution, and serves as a trusted partner in advancing institutional priorities.

The Executive Assistant plays a critical role in facilitating communication between the Chancellor and senior leadership, administrative managers, and heads of departments. The role requires exceptional judgment, advanced organizational and time-management skills, and the ability to manage complex, sensitive, and cross-functional matters with discretion and professionalism.

Given the nature of the Chancellor's Office, the Executive Assistant must demonstrate flexibility, consistency, and the highest level of confidentiality in handling executive communications, institutional documentation, and high-level engagements. The position supports the operational



efficiency and strategic effectiveness of the Chancellor's Office, ensuring that executive activities, scheduling, correspondence, and institutional representation are managed with precision and executive presence.

During the initial phase, the Executive Assistant will also support the structured establishment and operational setup of the Chancellor's Office, ensuring appropriate systems, workflows, documentation standards, and administrative protocols are developed and implemented to align with institutional governance and long-term strategic objectives. This process will be undertaken under the supervision of the Office of Academic Affairs to ensure consistency with university-wide administrative and governance frameworks.

Key Responsibilities

- Provide comprehensive executive assistance to the Chancellor, including coordinating and managing complex calendar schedules, high-level meetings, and institutional events, and preparing briefing materials, agendas, and background documentation in advance of meetings
- Coordinate follow-up actions from executive decisions, ensuring ownership and timely completion across departments
- Draft, review, and refine high-level correspondence, reports, presentations, speeches, and executive briefing materials for the Chancellor, requiring full professional proficiency and exceptional written communication skills in both literary English and Arabic
- Serve as a primary point of contact for internal and external stakeholders, exercising discretion and diplomacy
- Act as a liaison to key internal and external constituencies, including government officials, academic partners
- Maintain confidential files, records, and communications with strict adherence to university policies and data protection standards
- Plan and manage logistics for executive meetings, retreats, and ceremonial events with attention to protocol and institutional priorities
- Responsible for coordinating and managing the Chancellor's inbound and outbound airline travel arrangements
- Track progress on assigned initiatives and strategic priorities; support project management and document outcomes
- Establish and continuously improve office systems, workflows, record-keeping practices, and communication protocols to ensure operational excellence within the Chancellor's Office



Academic Qualifications

- Master's degree in Business Administration, Public Administration, Organizational Leadership, Higher Education Administration, or related field

Professional Experience

- Proven experience (typically 9+ years) as an executive assistant in a senior executive or leadership environment, preferably in higher education
- Demonstrated ability to exercise discretion, confidentiality, and sound judgment
- Exceptional organizational skills with the ability to prioritize and manage competing demands
- Outstanding written and verbal communication skills in both English and Arabic are required
- Experience in a higher education leadership office and working with governing boards, academic leadership, and senior administrators is preferred
- Experience in higher education leadership offices
- Familiarity with institutional governance structures and academic administration
- Experience supporting academic and ceremonial events at an institutional scale

Competencies and Skills

- Professional presence and interpersonal skills to interact at the senior leadership and external partner level
- Strategic thinking and proactive problem-solving
- Ability to adapt in a dynamic environment while maintaining a high level of accuracy
- High emotional intelligence and the ability to build trust

If you are interested, please submit your CV and Cover Letter via email to 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.

