

NILE UNIVERSITY

NU is the first research, Non Profit “Ahleya” university in Egypt .
It was inaugurated in 2007 as a world-class, internationally
recognized education and research University.

Nile University is seeking to hire:

Assistant To Dean

The Successful candidate will:

- Manages extensive schedules for the Dean; responds to meeting requests, handles scheduling conflict. Organizes travel arrangements for the Dean.
- Maintains strong communication between the Dean, faculty, staff, and students.
- Organizes data related to the school; current and prospective faculty and staff information, workload, compensation.
- Provides administrative support and office reception to the Dean’ office.
- Maintains a comprehensive administrative filing system for the Dean’ office.
- Performs general administrative duties such as word processing, filing, answering phones, photocopying, faxing, creating and retrieving correspondence.
- Provides support to committees; recording and transcribing minutes, preparing agenda packages and arranging logistics of meetings.
- Assists in meeting deadlines for various tasks and in the planning of events, as required.
- Assists in data collection and collating of information including use of internet.
- Prepares for signature; petitions, purchase orders, and expense claims, etc.
- Manages and distributes incoming and outgoing internal and external mail.
- Assists in dissemination of information to internal and external stakeholders.
- Other tasks as requested by the Dean.

Requirements:

- Bachelor degree in Business or any related field.
- 4-6 years of experience in the same role or a similar one.
- Excellent English language
- Excellent communication skills
- Proficient in using MS Office applications
- Extensive experience managing one or more calendars using MS Outlook
- Knowledge in all areas of up-to-date office practice and procedures
- Experience preparing meeting agendas, minutes, letters and memos accurately
- Attention to detail and proofreading skills
- Ability to adapt to rapidly changing priorities
- Ability to work autonomously, independently and as a member of a team

To Apply:

Applicants must submit their CV to careers@nu.edu.eg , and mention the title of the job in the subject of their email.

For More information

www.nu.edu.eg/careers