



JOB DESCRIPTION

Job Title:	Administrative Coordinator for Academic Affairs
Location:	Global Studies University - The Africa Institute (AI), 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 The Africa Institute of the Global Studies University:

The AI is a newly established, research-focused graduate studies institute and think tank. AI is established as a cultural and academic unique addition to the study of Africa and its diaspora, in addition to its unique emphasis on Afro-Arab historical relations and linkages. AI will contribute to advancing knowledge production about Africa and its people, their social, cultural and intellectual heritage and contributions to human civilization at large. This will be accomplished through research, teaching, and contribution to the development of related academic disciplines in the humanities and social sciences. The institute is working to develop degree programs at the Masters and Ph.D. levels, in relation to Africa and the emerging studies of the global African diaspora, in addition to a special diploma in African languages. For more information about AI check: www.theafricainstitute.org

Key Responsibilities:

- Act as a first point of contact for students, faculty, and fellows. When requested, should provide the adequate support.
- Interacts effectively and professionally with all students, faculty and fellows' inquiries and requests.
- Assist in providing the necessary information about the institute programs and services, in addition to supporting the faculty and fellows with policies and procedures.
- Manages fellow's annual tenancy contracts and is responsible for the furnishing and maintenance of their apartments.
- Should be able to handle correspondence, such as letters, reports, memos.
- Carries out all duties with a high degree of accuracy, attention, and confidentiality.
- Establishes, maintains, and updates filing system and records.
- Maintains a professional relationship with faculty, and fellows, and must maintain confidentiality.
- Conducts orientation for new faculty and fellows.
- Handles internal and external mail.
- Handles logistics of planned events, such as travel, accommodation, catering, bookings



-
- Assists in the preparation of lectures, seminars, and events.
 - Coordinates and assists with HR to ensure the completion of the residency process.
 - On occasion, the administrative coordinator will be required to provide support for the functions of the broader institute and Academic Affairs division. The position may require evening and weekend commitments.
 - Other duties as assigned.

Required Education:

Bachelor's degree in a related field

Required Work Experience:

- 3-5 years of experience in an administrative position, preferably in higher education or international organization/company
- Experience in events coordination
- Experience in working in a diverse environment.
- Knowledge of national culture and traditions is highly desired.

Key Competencies:

- Knowledge of university programs and operations, including Administrative and Academic Affairs, is preferred.
- Ability to work collaboratively.
- Self-starter and initiative-taking.
- Adequate communication and problem-solving skills.
- English proficiency is required.
- Proficiency in Arabic language is an asset.

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.

The Africa Institute 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.