

Academic Coordinator.1012171

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Company: AIAlamein International University

Location: dubai

Category: other-general

Job Description

Job Purpose Administrative Assistant is responsible for providing support on academic operations matters in related courses and activities and also to coordinate on assigned activities with other Departments in order to expedite work and ensure smooth operations.

Key Roles & Responsibilities

- Coordinate daily operations for all curricular issues within the relevant courses.
- Provide administrative support to the Dean, Associate Deans and faculty, as required.
- Provide support to the Dean's Office for academic planning, scheduling of classes and by liaising with faculty and relevant academic administrators
- Support Clinical chairs, Clerkship directors in the affiliate hospitals
- Support faculty/Adjunct faculty in inputting courses/grades/examinations and other assessment in the KU Learning management system
- Support course directors and period director in administrative functions for the evaluation and assessment of relevant courses to ensure they are meeting program goals
- Provide information or prepares reports as and when needed by the Dean and Associate Deans
- Support all the activities including implementation of procedures, process management, and records management
- Assist with maintaining all documentation for related academic programs such as policies, procedures, guidelines and course manuals;
- Prepare semester and annual academic reports for management and other customized reports, when required;
- Assist the Line Manager's in preparing presentation materials
- Effective communications management of the Line Manager's office and maintaining confidentiality
- Effectively maintain and update filing system
- Adhere to the University's information security and confidentiality policies and procedures, and report breaches or

other security risks accordingly• Coordinate with other departments to facilitate the accomplishment of tasks and responsibilities, as and when needed• Perform any other tasks assigned by the Line Manager

Job Requirements

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