



THE AGA KHAN UNIVERSITY
(International) in the United Kingdom

Institute for the Study of Muslim Civilisations

Job Description

1. Title

Executive Assistant to the Dean

2. Reporting to

The Dean

3. Job summary

As the Executive Assistant, you will work closely with the Dean and Senior Management Team, providing administrative support for the Dean's Office in an operational capacity.

4. Profile

Educational Qualifications:

- An undergraduate degree.
- Prior experience in a similar role preferably within Higher Education.
- Outstanding interpersonal and communications skills.
- Pro-active and detail oriented.
- High level written communications, including formal letters and concise and well-presented reports.
- Ability to work closely with the Dean under pressure and confidentially handle information and liaise with high-level contacts with utmost tact and discretion.
- Demonstrated time management and organisational skills with the ability to manage multiple tasks simultaneously and prioritise competing demands under pressure.
- Proficient in using Microsoft Office (Outlook, Word, Excel, PowerPoint), the internet and social media platforms.
- Ability to work collaboratively with colleagues, and provide support to multiple stakeholders.

5. Main Duties:

Dean's Office

- Support all aspects of work within the Dean's Office, acting as the secretary for the Dean and Senior Management Team meetings.
- Coordinate and oversee the Dean's appointment schedule and inbox.
- Organise and take notes of meetings and provide general administrative and secretarial support for committees and meetings organised by the Dean.
- Organise logistics for meetings; including paperwork, room bookings, refreshments, A/V requirements, and other arrangements as required by the Dean.

- Coordinate with colleagues for information required to produce reports and papers for the Dean. Assist with collating information and drafting reports.
- Act as the point person for the Dean's Office and be contactable on phone/email outside normal working hours, as required, to answer queries from university leadership and other senior colleagues from the Aga Khan Development Network.
- Act as a filter for all visitors, enquiries, telephone calls, emails and contacts with and to the office of the Dean.
- Liaise with other departments within the Institute, the university and related institutions on matters requiring the involvement of the Dean.
- Provide administrative support to the Dean for completing faculty reviews and promotion procedures.
- Complete finance processes and forms for the Dean's Office expenses, including the Dean's Office credit card reconciliation.
- Organise and coordinate the Dean's travel arrangements, including flights, accommodation, local transport, and any other relevant logistics.
- Maintain the electronic and paper files of the Dean's Office and Senior Management Team and ensure they are updated regularly.
- Assist the Dean in developing social media content on topics relevant to the Institute.

6. Academic Activities

- Support the Dean with planning and coordination of events, courses and conferences as required.
- Provide administrative assistance and handle logistics for academic workshops, conferences, short-courses, Summer/Winter Programmes, and other academic activities as required by the Dean.
- Liaise with internal and external speakers and academics, communicate relevant details, receive and organise presentations, papers and other materials as required.
- Secure room bookings, place orders for refreshments, coordinate arrangements with IT, facilities and events teams.
- Help with ushering visitors for workshops, conferences and other academic activities.
- Undertake any other work as required by the Dean to support academic activities and events.

7. Other Duties

- Perform any other duties as assigned by the Dean

Accepted by (Name): _____

Signature: _____

Date: _____