



**Cairo American College**  
**SUPPORT STAFF VACANCY ANNOUNCEMENT**  
**ACADEMIC YEAR**  
**2024-2025**

**Admin Assistant to the HS Assistant Principal**  
**High School**  
**(FULL-TIME POSITION)**

**JOB SUMMARY:**

Provides overall administrative support to the High School Assistant Principal, Advanced Placement (AP), and International Baccalaureate Diploma (IBDP) Programmes. Completes a variety of tasks related to the operations of the High School such as managing the HS attendance and student behavior systems, coordinating the Week Without Walls (WWW), AP, and IBDP programmes. Plans and coordinates a variety of high school events.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree or equivalent.
- Solid computer skills, including Microsoft Excel, Adobe, and Google Workspace apps.
- Fluent in English and Arabic (written and spoken).
- Experience in administrative or management position.

**DESIRED SKILLS:**

- Experience working in a school environment.
- Bookkeeping / accounting skills
- Familiarity with School Management Systems, like Skyward

**Application deadline: May 18<sup>th</sup>, 2024**

Interested candidates should submit a job application (Found on CAC website)  
<https://www.cacegypt.org/index.php/support-staff-employment-application>

Posted on April 29, 2024