



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

Athletics Office
Athletics Office Administrative Assistant
(FULL-TIME POSITION)

JOB SUMMARY:

Engages in support of all aspects of the Athletic Office. Performs all clerical duties as requested. Completes a variety of other tasks related to the management of the Athletics Office. Maintains records for each athletic participant at CAC, assists with arranging trips for CAC teams traveling to other schools as well as other school's teams traveling to CAC. Assists on planning for the end of season awards ceremony as well as compiling information used to determine awards.

REQUIRED QUALIFICATIONS:

Athletics Office Administration Assistant at CAC is expected to relate positively to and communicate effectively with faculty, coaches, students and parents. As a key contact point to high-exposure athletic events at CAC, the Athletics Office Administration Assistant position will organize work efficiently and manage time effectively.

- Bachelor's degree
- Able to perform advanced computer skills.
- Fluent in English and Arabic as needed to write and translate multiple complex documents.

DESIRED SKILLS:

- Experience working as administrative assistant.
- Experience with events

Application deadline: until the position filled.

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

Posted on July 5, 2024