



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2024-2025

Teaching & Learning Administrative Assistant
Teaching & Learning Department
(FULL-TIME POSITION)

JOB SUMMARY:

Assists the Director of Teaching & Learning in all aspects related to the scope of responsibilities of the Teaching & Learning Office. Performs all administrative duties of the Teaching & Learning Office. Manages the Teaching & Learning budgets, purchasing, and payments. Maintains and updates information related to curriculum, strategic plan, accreditation, CAC's professional development program, and other strategic initiatives and assigned responsibilities that fall within the scope of the Teaching & Learning Office.

REQUIRED QUALIFICATIONS:

All employees at CAC are expected to relate positively to and communicate effectively with students, parents, and colleagues. All employees are expected to organize work efficiently, manage time effectively, be flexible, and approach work with a service- and team-oriented attitude.

- Bachelor's degree or relevant certificate/diploma as a professional secretary
- Strong technology skills, including experience with Google Docs & Sheets, Word, Excel, and Adobe
- Strong organizational skills with a focus on detail-orientation.
- Willingness and ability to independently learn new skills, systems, and tools.
- Fluent in English and Arabic (written and spoken).

DESIRED SKILLS

- Experience working in a dynamic school environment.
- Previous, successful secretarial or administrative experience

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>