



Cairo American College
SUPPORT STAFF VACANCY ANNOUNCEMENT
ACADEMIC YEAR
2026-2027

Athletics /Activities Administrative Assistant
Athletics/Activities Department
(FULL-TIME POSITION)

JOB SUMMARY:

The Athletics & Activities Administrative Assistant supports the planning, coordination, and execution of school-wide events, athletic programs, and student travel. This role manages a combination of administrative, logistical, and operational responsibilities, including event coordination, travel logistics, budgeting support, record-keeping, and office administration.

Working closely with the Athletics & Activities Director and Coordinator, the Assistant ensures that programs run efficiently, deadlines are met, and operations are executed to a high standard. The role requires strong organization, attention to detail, and the ability to manage multiple priorities independently.

REQUIRED QUALIFICATIONS:

- University degree or equivalent
- Fluency in English and Arabic both written and spoken
- Advanced computer skills (Google Suite)
- Database management experience (one year minimum)
- Excellent organizational and time management
- Excellent and effective communication skills

DESIRED EXPERIENCE

- Experience in a school environment
- Experience with events, athletics, or travel coordination

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>