

**UFE IS RECRUITING ITS  
ADMINISTRATIVE ASSISTANT**

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***UNIVERSITÉ FRANÇAISE D'ÉGYPTE***

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Founded in 2002, Université Française d'Egypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2025-2026, which will be a paradigm shift in UFE's educational and student life offerings alike.

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**THE POSITION**

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The Administrative Assistant will manage student registrations with partner universities, coordinate part-time professor schedules and teaching documents like timetables/transcripts, assist students/faculty with inquiries, and handle course/workshop logistics.

**Key Responsibilities**

- Receive new student files and register their files in the partner universities.
- Organize with the General Services Department the presence of Part-Time and Visiting professors.
- Interact with department heads and faculty members.
- Prepare all teaching documents such as timetables, transcripts, results notifications and other documents.
- Receive and assist students and respond to their requests for any documents related to the registration certificates and provide all students with any information they may require.
- Coordinate logistics for courses and workshops.

## Education and Experience

- Bachelor's degree in a relevant field (e.g., higher education administration, business administration, or related discipline).
- 2-3 years of experience in the University field.
- Fluency in both French and English (written and spoken) is required.

## Profile Sought

- Strong communication and interpersonal skills are essential for interacting with students.
- Organizational skills and meticulous attention to detail for managing applications and records.
- Previous experience in student services is preferred.

## The application should include:

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- The Cover letter and the CV should be submitted in English or French.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Mr. Mohamed Okasha, HR Director

[\(hr@ufe.edu.eg\)](mailto:hr@ufe.edu.eg)

Applications should be sent to

[presidence@ufe.edu.eg](mailto:presidence@ufe.edu.eg)

[hr@ufe.edu.eg](mailto:hr@ufe.edu.eg)

Deadline to apply: February 15, 2026