

AMERICAN UNIVERSITY OF BEIRUT

Coordinator for International Programs and Admissions in the New York Office

Description:

The American University of Beirut (AUB) invites applications for the position of Coordinator for International Programs and Admissions, to be based in AUB's New York Office. AUB (www.aub.edu.lb), founded in 1866, is one of the leading institutions for higher education and research in the Middle East, and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The university enrolls just over 7500 students who come to AUB from 68 countries. Increasing relations with universities in Asia, North America, and Europe brings students to the Beirut campus for study abroad programs, and has created a new interest in study abroad among AUB's undergraduate and graduate students.

Responsibilities:

The Coordinator for International Programs and Admissions (CIPA) will be AUB's representative in North America, responsible for international recruitment and admissions. The CIPA will report to the Director of the Office of International Programs on the Beirut campus, and work under the supervision of AUB's office manager in New York. The CIPA will develop plans to increase AUB's visibility in North America, and be expected to increase student enrollment from the U.S. and Canada. Along with the Director of the Office of International Programs, the CIPA will work with the AUB Communications Office to develop a marketing plan and effective materials needed for the recruitment of students. As the point person for North American admission, the CIPA will answer the daily questions (phone, email) about AUB's programs for students, the admissions process, and the international programs. S/he will address the concerns of students and parents, and communicate effectively with the Office of International Programs and the Admissions Office in Beirut. The CIPA will oversee the financial aid and loan programs for North American students.

The CIPA will travel to AUB once or twice a year to maintain close familiarity with the University's programs, with the Offices of International Programs and Admissions, and with the special circumstances of AUB's international (study abroad) students. Travel for recruitment purposes is expected as needed, and the CIPA will represent AUB at professional conferences (MESA, NAFSA, CIEE) and with the Arab American community.

Qualifications:

The Coordinator shall have an MA or BA degree, with strong communication, organizational and office skills, the ability to work independently, and relevant

experience working with international students and/or admissions. The Coordinator will be expected to travel within North America and to Beirut.

Application instructions:

Review of applications begins on December 15 and will continue until the position is filled. The application materials should include a cover letter addressing how the applicant's credentials and experience meet the responsibilities and qualifications of the position; a curriculum vitae, and three letters of recommendation (which may be sent electronically by your referees).

Email submissions with attachments are preferred. Please send to: md02@aub.edu.lb
Documents may also be sent to one of the following addresses:

Office of the Provost
c/o Ms. Maral Dadourian
American University of Beirut
PO Box 11-0236
Riad El Solh 1107 2020
Beirut, Lebanon

Office of the Provost
c/o Ms. Maral Dadourian
American University of Beirut
3 Dag Hammarskjold Plaza, 8th Fl
New York, NY 10017-2303
U.S.A.

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.