

**AMERICAN UNIVERSITY OF BEIRUT**  
**HUMAN RESOURCES DEPARTMENT**

November 13, 2009

**TO:** President, Provost, Vice Presidents, Deans,  
Directors, Heads of Academic and Administrative Departments

**FROM:** Human Resources Department

**SUBJECT:** VACANCY – ACADEMIC COMPUTING CENTER

The Academic Computing Center, has an opening for the position of **INSTRUCTIONAL WEB MASTER**, above grade 12. Please circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply in writing to the Human Resources Department (Employment Section) not later than **December 20, 2009**

**I. Basic Functions:**

Manages, maintains, develops and publishes instructional Web content. Assists the ACC System Administrator and the Moodle System Administrator, ensures that courses are created and mapped information is transmitted to the appropriate departments. Manages and maintains servers and writes PHP coding on Moodle Application for update and improvement. Trains and assists faculty members in designing their Moodle courses. Works closely with all AUB faculties to develop a dynamic instructional web presence by combining technological innovation and high quality education and research material.

**II. Minimum Requirements:**

- a. Bachelor's degree in a relevant course of study or Bachelor degree and at least 2 years of experience developing and maintaining online teaching Websites.
- b. Knowledge of Windows and Linux operating systems, database management system, PHP, HTML, graphics design, Internet tools, publishing techniques and resources. Most importantly, given the speed of change in the Web world, the candidate must be a quick learner and very comfortable seeking out and mastering new technologies
- c. Project management skills. Comfortable managing a wide variety of projects across departmental boundaries and able to bring them to completion in a timely manner.
- d. Good communication and teamwork skills. Experience working with a variety of users in a team environment. Able to write effectively for an online medium and to communicate well with senior and mid-level management and faculty members.
- e. Excellent knowledge of English.

The letter of application *with a copy of your CV* should be addressed to the Human Resources Department with a copy to the concerned supervisor(s).  
Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.

Amal H. Hamadeh  
Director of Human Resources