August 24, 2015

Dear AUB Community,

We are writing to inform you that a search is currently underway for a Chief Operating Officer (COO) for AUB.

The COO will play an essential role as the University implements an ambitious strategic plan, refines its management practices, establishes sound business practices within administrative units and across academic departments, and executes a significant fundraising campaign. A key member of the senior management team, the COO will have primary responsibility for the overall operational health and business affairs of the University.

The COO will have direct operational responsibility for business systems and financial controls, human resources, information technology, procurement, and security, as well as matrixed oversight of facilities and compliance. The COO will be responsible for assessing current practices, establishing best practices, and implementing control systems and mechanisms to ensure proper accountability and integrity of AUB’s operations. In support of AUB’s mission, the COO will also be responsible for the overall development and optimal deployment of short and long term financial and operational plans.

Reporting to the President, the COO will be a member of the University Executive Committee that will also include the President, the Provost, and the Executive Vice President for Medical Affairs and Global Strategies.

The COO will directly manage: the Chief Human Resources Officer; the Chief Financial Officer; the Chief Information Officer; the Director of Facilities; the Director of Physical Plant; the Chief of Protection, and; the Director of Procurement and Contracts Administration.
AUB is seeking candidates who possess a record of significant senior management experience in a highly complex environment. A strong understanding of the nuances associated with academic institutions, and how to work within the university environment is paramount. Candidates must be proven leaders with demonstrated responsibility for financial management, human resources, and/or facilities. A knowledge of, and passion for the Middle East is essential.

An international search is underway, led by a committee chaired by Trustee Maroun Semaan. The Search Committee has engaged Russell Reynolds Associates, a global leader in assessment, recruitment and succession planning, to help with the search. All inquiries and nominations should be directed to Russell Reynolds Associates, attention Meredith Rosenberg, AUB.COO@russellreynolds.com.

Acting President, Makhluf Haddadin, PhD
President-elect, Fadlo R. Khuri, MD