Services Available

The Career and Placement Services (CPS), which is part of the Student Affairs Office at the American University of Beirut, provides guidance and resources to students and AUB graduates for their life-long career development, by facilitating effective exploration of professional planning and future job opportunities. The CPS offers a comprehensive career counselling program to support students in their academic and career development.

The aim of the program is to build confidence in career planning and decision-making by increasing self-awareness, clarifying interests, skills, values, culture, and personality preferences as well as promoting career exploration.

The CPS is here to help you transform from being a student to becoming a professional employee. Placement Services include full-time and part-time job listings for current and prospective graduating students as well as AUB graduates, in addition to internships, volunteer work, summer jobs, and career consulting.

Job vacancies available locally, regionally, and internationally are all posted in the departments related to the field of specialty, as well as in the Career and Placement Office at West Hall, AUB-Post and the Career and Placement Services’ Website. These job vacancies are of different positions with various descriptions offered by multiple firms.

If you are an AUB student/alumni you may set an appointment with a professional counsellor during which you can raise your inquiries and further discuss your career concerns.

Do you need to discuss your career concerns with a professional?

Career services allow students to:

- Choose a major
- Explore career options
- Learn about interest, abilities, skills and values
- Plan and execute a career path
- Understand the work place
- Search for job opportunities

Do you want to learn more about the skills needed for career success?

- Leadership skills
- Problem-solving skills
- Decision-making skills
- Career stress management
- Communication skills
- Public speaking
- Adapting to new career environment

  How to train and develop your career skills?

- Attending workshops
- Participating in the job fair
- Getting involved in Career Seminars

  Do you want to learn how to market yourself in the workplace?

- Writing an effective resume/CV and cover letter
- Preparing for a job interview
- Researching employers

  Are you looking for...

  - Full-time job?
  - Part-time job?
  - Summer job?
  - Internship?
  - Volunteer Work?

  How to search for a job?

  - Job listings
  - Job fair
  - Recruitment presentations
  - Networking with firms