The American University of Beirut (“AUB”) is accepting applications for the position of General Counsel. With direct reporting to the President and to the Board of Trustees, the General Counsel will be a senior officer of the university and have primary responsibility for legal representation in the areas of university operation, compliance, and administration. Responsibilities will include preparation and review of complex contracts for university transactions in the United States and Lebanon, including purchasing, procurement, and government grants; review of employment contracts and personnel matters; formulation and review of policies, rules, practices, programs and procedures for faculty, staff, students, and others doing business with or affiliated with the university; ensuring compliance with regulatory requirements; identification and management of legal, financial and organizational risks; tax analysis and reporting; coordination and oversight of outside legal counsel in the U.S. and Lebanon; and participation in meetings of the university’s Board of Trustees and committees.

The American University of Beirut is a private liberal arts university with its campus in Beirut, Lebanon. It was chartered by New York State in 1863 and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. A teaching-centered research university, AUB is one of the leading centers for interdisciplinary teaching and research in the Middle East. It also operates a teaching hospital and medical center. The university has 606 full-time faculty members and a student body of more than 7,500 students from the Middle East, the United States, and throughout the world. AUB currently offers more than 100 programs leading to the bachelor’s, master’s, MD, and PhD degrees. The university consists of one main campus, which includes the medical center and a business school, a branch campus in the Beqaa Valley, and presently maintains a number of outreach programs in twelve foreign countries.

AUB is currently represented by outside legal counsel in Lebanon and New York but seeks a U.S.-trained lawyer to be located preferably on campus in Beirut or in its New York office. All AUB’s legal issues will be managed by the General Counsel, who will supervise the work of all outside legal counsel, both in the U.S. and in Lebanon. If the General Counsel is based in New York, the position will require frequent travel to Beirut.

The qualified candidate must be admitted to practice law in New York and have at least seven years of professional legal experience, preferably in an academic institution of higher education, an academic medical center or a similar non-profit setting. General corporate, tax and transactional corporate experience, as well as knowledge of not-for-profit law is preferable. Also required are excellent oral and written communications skills as well as the ability to work collegially with diverse personnel.

Compensation will be commensurate with qualifications and experience. Please submit your resume, contact information for three professional references, and cover letter discussing your work experience and qualification for the position.

Please send this information to: Mrs. Eileen O’Connor
Secretary of the Corporation and
Director of the New York Office
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Tel.: 212-583-7680; fax: 212-583-7650
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The American University of Beirut is an Equal Opportunity Employer. Background checks may be required.