AUB  JOB DESCRIPTION

JOB TITLE: Assistant Vice President  DEPARTMENT: Regional External Programs Office

DIVISION: Regional External Programs

1. BASIC FUNCTION

   The Assistant Vice President assists the Vice President in the various projects and activities entrusted to REP. S/he is required to travel frequently to the sites of current and prospective projects which are located in different countries. S/he will assist in translating REP’s vision into policies and programs, defining REP’s strategies for action and growth, and outlining the modes of operation of pre-designed programs and projects.

2. DUTIES PERFORMED

   a. Initiates the project proposal development process and contributes to project planning and implementation phases.

   b. Monitors REP’s strategic plan and related KPIs.

   c. Liaises with REP clients for purposes of project evaluation and feedback through interviews, surveys and other instruments.

   d. Coordination of workshops in all areas of specialization as well as related tasks.

   e. Participates in corporate and government communications related to AUB external consulting projects.

   f. Travels extensively to meet clients, develop business, and visit project sites.

   g. Conducts needs assessments, prioritize, and propose solutions in consultation with stakeholders.

   h. Contributes to the development of reporting documents for the Vice President including the Annual Activities Report, project completion reports, and Board of Trustee reports.

   i. Operates at all times in ways that serve the greater good of the university, its mission, objectives and core values, and safeguarding its interests, image and Standing

   j. Performs other related duties as requested by the Vice President for Regional External Programs.
3. **WORK CONTACTS:**

Regular contact with clients, regular contact with colleagues at REP, AUB, etc. Works closely with academic deans and other senior members of the administration. Works under broad assignments guided by general policies and overall programs.

4. **INDEPENDENCE OF OPERATION:**

Reports to the Vice President, REP

5. **SUPERVISORY RESPONSIBILITY:**

REP consultants & coordinators

6. **PHYSICAL EFFORT:**

Minimal

7. **WORK CONDITIONS:**

Pleasant

8. **MINIMUM REQUIREMENTS:**

a. PhD (preferred) in business administration or a management-related discipline, Masters degree is required.

b. Minimum of 5 years of relevant experience

c. Broad regional experience in the Arab Gulf countries and beyond.

d. Possess strong communication, organizational, computer and problem-solving skills.

e. Excellent knowledge of English and Arabic; French an asset.