American University of Beirut

Position Description for
General Counsel

The American University of Beirut (“AUB”) is accepting applications for the position of General Counsel. 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 operations, compliance, and administration. Responsibilities will include preparation and review of complex contracts for university transactions in the United States and Lebanon, including 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 services 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 more than 8,000 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 a main campus, a medical center and hospital and a branch campus in the Beqaa Valley, and presently maintains a number of outreach programs in twelve foreign countries.

AUB is currently represented by in-house legal counsel and seeks a U.S. educated lawyer to be located in Beirut, Lebanon. All of AUB’s legal issues will be managed by the General Counsel, who will supervise the work of in-house legal counsel and any required outside legal expertise. The qualified candidate must be admitted to practice law in New York and preferably have a minimum of 15 years of professional legal experience; experience in an academic institution of higher education, an academic medical center or a similar non-profit setting is a plus. General corporate, tax and transactional corporate experience, as well as knowledge of not-for-profit law are preferable. Excellent oral and written communications skills are required 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 a cover letter describing your interest, work experience and qualifications for the position.

Please send this information to: Mrs. Eileen O’Connor
Secretary of the Corporation and
Director of the New York Office
American University of Beirut
3 Dag Hammarskjold Plaza
New York, NY 10017-2303
Tel.: 212-583-7680; fax: 212-583-7650
Email: oconnor@aub.edu

The American University of Beirut is an Equal Opportunity Employer. Background checks will be required.