JOB VACANCY FORM

X Full-time □ Part-time □ Summer-Job □ Internship

Job Title: Communication Specialist

Application Deadline: NA

Reference Number: 020813-15

Company Description

TYPE: □ Local □ Regional X Multinational

INDUSTRIAL SECTOR: Educational Management

BRIEF FIRM PROFILE/DESCRIPTION: Our Company is responsible for developing its network of schools in the Middle East, Africa, and Asia. With the exclusive rights to the dynamic and comprehensive Educational System, our company provides schools under its management with support and services through a team of committed and experienced professionals who ensure quality control, innovation, and efficiency.

Job Description

BRIEF JOB DESCRIPTION:

Essential Duties:
- Creating a communication mechanism among all company’s IT users in order to share ideas, information, and product knowhow and address any concerns and issues.

- Promoting IT solutions that have been newly released through a number of communication channels, including brochures, newsletter, and press releases, in order to inform users of their functionalities and benefits.

- Putting in place IT presentations for a range of conferences and events.
- Developing IT training materials for every IT solution, such as presentations, videos, and so on.

- Drafting IT Operations processes to facilitate solution implementation and usage at the schools.

- Being involved in the implementation plans of all existing and upcoming IT solutions in company’s schools to maximize the usage of these solutions and ensure that the IT infrastructure is in compliance with company’s IT standards.


- Maintaining and updating IT site with manuals, presentations, videos, and so on.

- Performing such other related tasks to Corporate Communication as they arise and as delegated by the Vice-President–Information Technology/Creative Design/Book Publishing.

**Recommended Qualifications:**
- Fluent in English and Arabic; French is preferred
- Extensive experience in copywriting and editing
- Change management skills
- Attention to detail
- PR and communication skills
- Time management skills
- Ability to meet deadlines
- Team player
- Knowledge of communication techniques and methods

**City:** ADMA  
**Country:** Lebanon

**DEGREE:**

- X Bachelor
- □ Master is a plus
- □ Doctoral Degree
- □ Undergraduate Student/ Degree not Necessary
- □ Teaching Diploma

**MAJOR/ EMPHASIS:** Journalism, Public Relations, or Marketing or equivalent

**WORK EXPERIENCE:** From 3 to 5 Years

**SKILLS:**

- Languages Skills: X English  X Arabic  □ French is a plus
- Other:
- Computer Skills:
- Other Skills:

**SALARY**

**Basic Salary Range:**

**Other benefits include:**

- □ Accommodation  X Health Insurance  □ Return Ticket  □ Bonus
- □ Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
- X Lebanese NSSF  □ None
WORKING DAYS: M-F

WORKING HOURS: 8 A.M- 5 P.M

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 020813-15

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:
Dr. Maryam Ghandour
American University of Beirut
Career and Placement Services
West Hall, Room 115
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://staff.aub.edu.lb/~websao/cps/index.html

The job vacancies are for AUB students and alumni ONLY.