AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
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**JOB VACANCY FORM**

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

**Job Title:** Booth Representative

**Application Deadline:** May 22, 2014

**Reference Number:** 080514-3

**Company Description**

**TYPE:**
- X Local
- □ Regional
- □ Multinational

**INDUSTRIAL SECTOR:** Non-profit Organization

**BRIEF FIRM PROFILE/DESCRIPTION:** We are a non-profit organization that brings school to hospitals in Lebanon. We provide children undergoing treatment for a life-threatening illness with the opportunity to pursue an uninterrupted school curriculum. This improves the well-being of sick children during their stay at hospital and helps them reintegrate into school as smoothly as possible when they recover. With the dedication of a professional and young-spirited team, we have opened schools in 5 hospitals across Lebanon. As part of our fundraising scheme, we organize events such as a yearly Faqra marathon, swim-a-thons and concerts.

**Job Description**

Booth representatives will be responsible for ticket sales of the Faqra marathon, as well as providing informational assistance to participants.

**JOB LOCATION(S):**
- City: Beirut
- Country: Lebanon

**DEGREE:**
- X Bachelor
- □ Master
- □ Doctoral Degree
- X Undergraduate Student/ Degree not Necessary
- □ Teaching Diploma
MAJOR/ EMPHASIS: Any major

WORK EXPERIENCE: Not necessary

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills: Basic
Other Skills: Dynamic and proactive personality; strong interpersonal and persuasion skills

SALARY
Basic Salary: Flat fee of $500
Other benefits include:
□ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
□ Laptop  □ Mobile Phone  □ Children’s Education  X Transportation
□ Lebanese NSSF  □ None

WORKING DAYS: 15 DAYS BETWEEN JULY 12 AND AUGUST 1

WORKING HOURS: 6 HOURS PER DAY

How to Apply
Interested candidates may send your resume by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 080514-3

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH every job application; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

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For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

American University of Beirut
Career and Placement Services
West Hall, Room 112 E
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://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.