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

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

Job Title: Network and System Administrator

Application Deadline: 15/12/2013

Reference Number: 051113-6

Company Description

TYPE: □ Local X Regional □ Multinational

INDUSTRIAL SECTOR: Reinsurance Brokerage, Insurance Broking and Insurance

BRIEF FIRM PROFILE/DESCRIPTION:
We manage separate strategic business units such as reinsurance broking, direct insurance broking, and insurance risk bearing and consultancy services. A single decade transformed this three-individuals single-office operation into institution built around a strong talented team, a solid but flexible management process, superior client service, regional branch network and clear expansion strategy.

Job Description

BRIEF JOB DESCRIPTION: Network and System Administrator
- Responsible for maintaining, administering and troubleshooting the systems & network infrastructure.
- Handling mainly systems and basic networking functions.
- Troubleshoot network and systems related issues and solve them on a timely manner.
- Monitor Network & Systems in order to prevent downtimes and improve availability.
- Identify bottlenecks and slow systems, network or internet connections and propose enhancements in order to improve the quality of the IT services.
- Solve end users support issues
- Install and configure new applications/services

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

DEGREE:
X Bachelor  □ Undergraduate Student/  Degree not Necessary  □ Teaching Diploma
□ Bachelor  X Master  □ Doctoral Degree
□ Master

MAJOR/ EMPHASIS: Bachelors or master’s degree in Business Administration, Economics, Math, and/or Engineering.

WORK EXPERIENCE: 0

SKILLS:
Languages Skills: X English  X Arabic  □ French  □ Other:
Computer Skills: Proficiency in Microsoft Office
Other Skills:

The candidate should have experience in:
- Active Directory, Exchange Server, DNS, MS SQL, TMG, IIS, Vmware, backup recovery software
- Firewalls (preferably Cisco ASA), switches, routers
Knowledge of the below will be considered a plus:
- Email archiving solutions, Great Plains, Visual Dolphin
- Web filters, IPS, Anti-X solutions
- SAN, NAS storage

SALARY
Basic Salary Range:
Other benefits include:
□ Accommodation  X Health Insurance  □ Return Ticket  □ Laptop  □ Mobile Phone
□ Children’s Education  □ Laptop  □ Mobile Phone
X Lebanese NSSF  □ None

WORKING DAYS: MONDAY TILL FRIDAY

WORKING HOURS: FULL TIME 8.30 AM TILL 5.30PM

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: 051113-6

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

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour
The job vacancies are for AUB students and alumni ONLY.