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.

**JOB VACANCY FORM**

X Full-time (4-5 months)  □ Part-time  □ Summer-Job

**Job Title:** Recruitment Officer (Need a total of 6)

**Application Deadline:** December 6, 2013

**Reference Number:** 281113-14

**Company Description**

**TYPE:**  X Local  □ Regional  Multinational

**INDUSTRIAL SECTOR:** USAID USP V/Admissions Office

**Job Description**

**BRIEF JOB DESCRIPTION:** Helps the Director of Recruitment in the visits of the public high schools in Lebanon for the USAID-USP V Program whereby the recruitment officer is to meet with the high school director and give an orientation to the graduating year students to inform them about the program and distribute adv material (brochures/applications)

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

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

**MAJOR/ EMPHASIS:** No Special major – Preferably business/Marketing/computer Science

**WORK EXPERIENCE:** No special requirement

**SKILLS:**
Languages Skills: x English  XArabic  x French  Other:
Computer Skills:

Other Skills:

**SALARY**
Basic Salary Range: $800 + transportation when use own car
Other benefits include:

☐ Accommodation  ☑ Health Insurance  ☐ Return Ticket  ☐ Bonus
☐ Laptop  ☐ Mobile Phone  ☐ Children’s Education  ☐ Transportation
☐ Lebanese NSSF  ☐ None

**WORKING DAYS:** MONDAY – FRIDAY.
N.B THE JOB IS ONLY FOR 4-5 MONTHS STARTING DECEMBER 2013

**WORKING HOURS:** 8AM – 5 PM
NB PREFERABLY OWNS A CAR

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**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: 281113-14

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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**

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*Career and Placement Services*
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*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](http://www.aub.edu.lb/sao/cps/Pages/index.aspx)*

The job vacancies are for AUB students and alumni ONLY.