AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs
http://www.aub.edu.lb/sao/cps/Pages/index.aspx

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JOB VACANCY FORM

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

Job Title: Operations Coordinator

Application Deadline: December 31, 2013

Reference Number: 281113-6

Company Description

TYPE: □ Local       □ Regional       X Multinational

INDUSTRIAL SECTOR: EDUCATION / TEST PREPARATION

BRIEF FIRM PROFILE/DESCRIPTION: We are an America’s leading test preparation company. The Lebanon office will offer live classroom courses for the SAT, MCAT, GMAT, and GRE.

Job Description

BRIEF JOB DESCRIPTION: Teach SAT for our institution. You can earn up $25 per hour to start. Our most experienced instructors can earn much more. You need a minimum score of 600 in every SAT subject (math, reading, and writing) in order to apply. If you make it in the interview process, you will undergo a stringent teacher training of approx 40 hours to become a certified SAT instructor. If you get certified at the end of the training, you can teach SAT for the institution in Lebanon, or any other country the institution has an office. This job is a perfect part-time job if you have 5-15 hours to commit per week.

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

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

MAJOR/ EMPHASIS: All majors are welcome to apply. The following majors give advantage to the candidate: Applied Math, Math, English Language, and English Literature.

WORK EXPERIENCE: No previous experience is required, but a teaching/tutoring experience is a big plus.

SKILLS:
Languages Skills: X English □ Arabic □ French Other:
Computer Skills: Microsoft Office
Other Skills: Minimum SAT scores to apply: 600 in every subject (math, reading, and writing). Recommended SAT Score to apply: 750 math, 650 reading, and 650 writing.

SALARY
Basic Salary Range: USD 25 per hour. (This rate improves rapidly as you earn experience with us).

Other benefits include:
□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
□ Laptop □ Mobile Phone □ Children’s Education □ Transportation
□ Lebanese NSSF □ None

WORKING DAYS: DEPENDS ON COURSE DAYS
WORKING HOURS: DEPENDS ON COURSE TIMES

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: 281113-6

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

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Career and Placement Services
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The job vacancies are for AUB students and alumni ONLY.