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**

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

**Job Title:** Social Media Executive

**Deadline:** November 4, 2014

**Reference Number:** 241014-16

**Company Description**

**NAME OF FIRM/INSTITUTION:**

**TYPE:** ☐ Local  X Regional  ☐ Multinational

**INDUSTRIAL SECTOR:** Media, Advertising, Digital Publishing

**BRIEF FIRM DESCRIPTION:** Our company is a Creative and New Media Platform headquarteried in Dubai, with offices in Beirut. It is behind the region’s most disruptive Tech conference, held annually in Dubai, and is preparing to launch the region’s coolest digital content platform in November 2014.

**FIRM WEBSITE:**

**Job Description**

**BRIEF JOB DESCRIPTION:**
Handling Social Media accounts (Facebook, Twitter, Instagram, LinkedIn), working with the Community Manager and the Dubai office on Social Media Strategy and Execution. Creative profile with interest in Media, Technology, Design and Entertainment. Writing skills are a plus.

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

**DEGREE:**
X Bachelor  ☐ Master is a plus  ☐ Doctoral Degree
Undergraduate Student/ Degree not Necessary  □  Teaching Diploma

MAJOR/ EMPHASIS: Digital Marketing, Media & Advertising

WORK EXPERIENCE: any

SKILLS:
Languages Skills:  X  English  □  Arabic  □  French  Other:

Computer Skills:

Other Skills:

SALARY
Basic Salary Range: $400-$800 per month - depending on total hours and experience
Other benefits include:
□  Accommodation  □  Health Insurance  □  Return Ticket  □  Bonus
□  Laptop  □  Mobile Phone  □  Children’s Education  □  Transportation
□  Lebanese NSSF  X  None

WORKING DAYS: 2-3 DAYS PER WEEK

WORKING HOURS: FLEXIBLE

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: 241014-16

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 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

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.