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### JOB VACANCY FORM

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**Job Title:** Communications Officer

**Application Deadline:**

**Reference Number:** 101013-19

**Company Description**

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

**INDUSTRIAL SECTOR:** Education

**Job Description**

**BRIEF JOB DESCRIPTION:**

The Communications Officer will be responsible for assisting with the promotion of the school through various mediums familiar to mass communications professionals. The position will assist in developing and cultivating relationships with members of the media, leveraging those relationships to place stories in order to increase the profile of the school.

S/he manages, improves and grows the school’s social media presence and promotes a positive image of the school in line with its mission and fosters a welcoming environment. S/he handles information in strict confidentiality.

**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:** BA/BS in Marketing & Communications
WORK EXPERIENCE: 3 years experience in marketing, communications, graphic design and social media.

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

Computer Skills: Proficient in all computer graphic programs as well as modern office equipment is a must.

Other Skills: Self-starter with the ability to work without close supervision and to make proper independent decisions. Excellent and fast typing ability.

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

WORKING DAYS:
WORKING HOURS:

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: 101013-19

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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

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
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