**JOB VACANCY FORM**

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

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

**Application Deadline:** Wednesday, November 6, 2013

**Reference Number:** 231013-21

**Company Description**

**NAME OF FIRM/INSTITUTION:** AUB

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

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

**BRIEF FIRM PROFILE/DESCRIPTION:** AUB

**FIRM WEBSITE:** nnaffah@aub.edu.lb

**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: AUB- 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  X Arabic   X French  Other:
Computer Skills:
Other Skills:

SALARY
Basic Salary Range: $800 + transportation when use own car

Other benefits include:
☐ Accommodation   X 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.

How to Apply

Resumes will be sent by email to me directly: nnaffah@aub.edu.lb

▪ Name of contact person: Nadine Naffah

▪ Email: nnaffah@aub.edu.lb
▪ Tel: Ext 2592  Ext.

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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The job vacancies are for AUB students and alumni ONLY.