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**JOB VACANCY FORM**

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

**Job Title:** Social Media Community Manager

**Deadline:**

**Reference Number:** 090914-7

**Company Description**

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

**INDUSTRIAL SECTOR:** IT

**BRIEF FIRM DESCRIPTION:**

**Job Description**

**BRIEF JOB DESCRIPTION:**

The Social Media Community Manager candidate is responsible for actively engaging customers and influencers within the social media channel. Additional responsibilities include:

1) Day-to-day management and development of editorial content on social media platforms, including tweets, posts and discussions ..etc

2) Proactively interacting with online communities across all platforms

3) Using social media monitoring tools to monitor conversations and report on metrics

4) Using social media Management tools to arrange the company online.

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

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

MAJOR/ EMPHASIS: English Literature, PSPA, Psychology

WORK EXPERIENCE: N/A

SKILLS:
- Technology Background is A must have criterion.
- Sound knowledge in Microsoft Office Products such As Microsoft Office, sharepoint, 365 MS office..etc
- Must have a solid Portfolio
- Sound Knowledge in Facebook, Facebook Ad, Twitter, Instagram, Youtube, Pintrest, Google +, Linkedin and Foursquare

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

WORKING DAYS:
- WORKING HOURS: Work Schedule Starting @ 4:00 pm

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: 090914-7

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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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Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.