



# AMERICAN UNIVERSITY OF BEIRUT

**JOB TITLE:** Program Coordinator

<b>TASK GROUPS AND JOB RESPONSIBILITIES</b>
<p><b>A- Project Management</b></p> <p>Meets regularly with students on an individual basis as part of academic and extra-curricular follow up of the students' progress.</p> <p>Ensures the students have registered all courses as per major's requirements and as per AUB rules and regulations and in accordance with their expected initial graduation date.</p> <p>Writes success stories on activities that stand out.</p> <p>Documents all important aspects of the events through a written article.</p> <p>Submits and reviews requisitions for expenditures on Oracle.</p> <p>Liaises with program stakeholders on an ongoing and regular basis.</p> <p>Attends team meetings.</p> <p>Performs other activities assigned by Assistant Director and Program Director upon need.</p>
<p><b>B- HES Student Follow-up</b></p> <p>Follows up on students' registration process, reviews their study plans in line with AUB academic rules and regulations, departmental academic advising as well as program objectives and restrictions.</p> <p>Follows-up on students' academic progress regularly during the course of each semester.</p> <p>Reviews grant entries for students' administrative support activities as issued by Comptroller's Office toward the end of each semester.</p> <p>Prepares, submits and follows-up on all Oracle requisitions and supervises the proper issuance of all expenditures (books, stipends and transportation allowances) on the system of the active HES Phase.</p> <p>Assists the Assistant director and director in preparing and organizing students' anticipated workshop training.</p> <p>Compiles information related to scholars' records, trainings, and vetting</p>
<p><b>C- Tasks to be Linked to Competencies</b></p> <p>Follows-up closely on all students' academic and extra-curricular performance as part of their scholarship graduation requirements</p>

<b>KNOWLEDGE/KNOW-HOW</b>
<p>Understanding the dynamics of handling university students accepted as scholars in a USAID-funded project.</p> <p>Ability to handle several priorities and complete tasks in accordance with agreed upon deadlines.</p> <p>Knowledge in follow-up on courses registrations per majors in accordance with AUB rules and regulations.</p> <p>Very strong interpersonal skills with the ability to elicit cooperation from a wide variety of sources.</p> <p>Self-motivated to be able to work independently and meet deadlines.</p> <p>Excellent communication skills.</p> <p>Excellent presentation and public speaking skills.</p> <p>Excellent in writing success stories, captions, rushes etc</p> <p>Capable with office software applications and motivated to apply new technologies.</p> <p>Expert in creating newsletters and other visual material.</p> <p>Expert in digital media, such as graphic design, canva usage, video editing and blog administration.</p>

Adept at conducting other activities when needed under the scholarship program.
<b>EDUCATION</b>
Bachelor degree from a recognized university. Master's degree is an asset.
<b>EXPERIENCE</b>
Three years of cumulative experience working in an academic institution, researching, coordinating and following up on students' activities, managing media platforms and posting success stories.
<b>LANGUAGE</b>
Excellent oral and written communication skills in English and Arabic. French is a plus.
<b>COMPUTER PROFICIENCY</b>
Proficient with office software and illustrator applications.

<b>REPORTING CHANNEL/SUPERVISORY CHANNEL/WORK CONTACTS</b>	
<b>Reporting Channel:</b>	1 <sup>st</sup> level: HES Program Director
<b>Supervisory Channel:</b>	Follows-up on the academic and extra-curricular progress of students
<b>Work Contact:</b>	Works closely with HES management and team

<b>JOB CHARACTERISTICS</b>
<p><b>Task Significance:</b> 5 – very significant  <b>Task Variety:</b> 5 – constant job variety  <b>Task Identity:</b> 3 – mixed concrete and abstract  <b>Pace:</b> 5 – Extremely fast paced  <b>Stability of Priorities:</b> 1 – Rapidly changing priorities  <b>Job Autonomy:</b> 4 – Significant independence  <b>Feedback:</b> 2 – Infrequent feedback  <b>Physical Effort:</b> 1 – Little or no physical effort  <b>Interaction with Clients:</b> 5 – High interaction  <b>Structure:</b> 3 – Moderate structure  <b>Multi-Tasking:</b> 5 – Always multi-tasking  <b>Administrative Burden:</b> 5 – Highly administrative  <b>Work Schedule:</b> 1 – Regular weekdays  <b>Working Conditions:</b> 1 – Normal, clean and pleasant.</p>
<b>TO APPLY:</b>
Please send your CV to Hamza Jradi ( <a href="mailto:hj44@aub.edu.lb">hj44@aub.edu.lb</a> ), before July 5, 2024. Please use the following words in the subject line of the email: "Program Coordinator". NB: Only shortlisted candidates who meet the minimum requirements will be contacted.