



Center for Civic Engagement and Community Service (CCECS)

Job Title: Community Service Projects Manager (Senior Research Assistant)

BASIC FUNCTIONS

Manages the Community Service Project (CSP) component of the AUB's Middle East Partnership Initiative – Tomorrow's Leaders Undergraduate Scholarship Program (MEPI-TLU), ensuring the key objectives and milestones are met in compliance with civic engagement and grant requirements. This includes coordinating and supporting students throughout the CSP process and maintaining regular updates on documentation, reporting, and related administrative tasks. In addition, he/she will work closely with the relevant AUB and external project stakeholders, including CCECS director, MEPI-TLU management team, participating NGOs, community representatives, local authorities, and internal AUB departments. The candidate will actively expand the Center's networks, relationships, and partnerships to increase opportunities for MEPI-TLU students to meaningfully engage in and impact local communities through their CSPs.

DUTIES PERFORMED

- Supports and guides students in the development of their CSP from conceptualization to realization, including assessments, proposal writing, implementation and reporting
- Reviews quality of CSP deliverables and ensures they comply with established guidelines
- Identifies key resources and provides the direction required to meet CSP objectives with support from staff from CCECS, MEPI-TLU, and other relevant AUB departments
- Supports and facilitates community access as students conduct field research and needs assessment to identify potential areas of intervention
- Mentors, motivates, and supervises students to take positive action and accountability for their civic engagement requirements
- Tracks students' progress monthly, analyzes results, and updates operational reports regularly
- Liaises with project stakeholders on an ongoing basis
- Proactively manages changes in project scopes, identifies potential risks, and devises contingency plans
- Develops, coordinates, and delivers relevant workshops as needed for CSPs
- Develops best practices and tools for management and execution of the CSP in coordination with staff from CCECS and MEPI-TLU
- Support other Center related tasks as needed

QUALIFICATIONS AND SKILLS

- Master's degree from a recognized university in a relevant field
- Five years of cumulative experience in implementing community development projects, preferably projects that engage multiple parties including NGOs or humanitarian agencies, and local community stakeholders (preferably with higher education institutions)
- Solution oriented with very strong problem-solving skills
- Ability to manage multiple priorities and complete tasks/projects producing high quality deliverables in accordance with established deadlines
- Self-motivated and able to work independently, as well as part of a team
- Strong interpersonal skills with the ability to elicit cooperation from a wide variety of sources
- Excellent Arabic and English communication (written and oral) and presentation skills
- Proficient with Microsoft Office applications (including PowerPoint)
- Must be able to learn, understand, and apply new technologies
- Adept at conducting research in the field of humanitarian aid and development

TO APPLY

Interested applicants are requested to submit electronically an updated CV and brief statement of intent for the position to ccecs@aub.edu.lb, specifying the name of the position in the subject line.

Deadline: Monday October 10, 2022

Only shortlisted candidates will be contacted.