AMERICAN UNIVERSITY OF BEIRUT

**Career and Placement Services**

# Student Affairs

[**http://www.aub.edu.lb/sao/cps/Pages/index.aspx**](http://www.aub.edu.lb/sao/cps/Pages/index.aspx)

JOB AD SHOULD NOT CONTAIN ANY DISCRIMINATORY LANGUAGE RELEVANT TO GENDER (MALE/FEMALE), SOCIAL STATUS (MARRIED, SINGLE) AND/OR RELIGION

#### JOB VACANCY FORM

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

## Job Title:

## Application Deadline: (Mandatory, valid for one month and extendable upon your request)

## Reference Number: For Office Use

## Company Description

MUST BE FILLED BY FIRMS

CONFIDENTIAL: FOR OFFICE USE ONLY

**Name of Firm/Institution:**

**Type: □ Local □ Regional □ Multinational**

**Industrial Sector:**

**Brief Firm Profile/ Description:**

**Firm Website:**  

## Job Description

**Brief Job Description:**

**Job Location(s):**

**City: Country:**

**Degree:**

**□ Bachelor □ Master □ Doctoral Degree**

**□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma**

**Major/ Emphasis:**

**Work Experience:**

**Skills:**

**Languages Skills: □ English □ Arabic □ French Other:**

**Computer Skills:**

**Other Skills:**

**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

MUST BE FILLED BY FIRMS

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**Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number:**

* **Name of contact person:**
* **Email:**
* **Tel: Ext.**
* **Fax:**

**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***

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Tel/Fax: +961 1 744 488  
E-mail: mg03@aub.edu.lb***

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

**The job vacancies are for AUB students and alumni ONLY.**