



**AMERICAN
UNIVERSITY OF BEIRUT**
FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences (FHS) at the American University of Beirut (AUB) is seeking an **Academic Assistant** to join its **Communications** team.

This position is appointed at the rank of Academic Assistant.

Key Responsibilities

- Collect and organize information from departments, centers, faculty, and students to build databases on academic program content and research output.
- Create, schedule, and publish content for FHS social media platforms and website.
- Monitor social media performance and compile engagement and audience insights to support monthly reporting.
- Assist in designing promotional materials and producing digital content including photography and videography.
- Update and edit website content to ensure accuracy, consistency, and user-friendly navigation.
- Research emerging trends and share updates with the team..
- Organize and maintain photo, video, and design materials and communication archives.
- Coordinate closely with Events, Student Services Office, and other relevant entities.

Minimum Requirements

- Bachelor's degree in communication, journalism, digital media, graphic design, or a related discipline.
- Minimum of two years of relevant professional experience.
- Visual content creation skills, including photography, videography, and graphic design, using tools such as Canva, Filmora Wondershare, or similar platforms are a plus.
- Excellent oral and writing skills in English (Arabic is a plus).
- Strong interpersonal and communication skills.
- Effective time-management and ability to meet deadlines, with the flexibility to perform well in a dynamic work environment.
- Experience working in a team-oriented environment.

Additional Preferred Qualifications

- Hands-on experience in creating and optimizing social media ads.
- Experience in website content management and editing is preferred.

To apply:

Interested candidates should submit their applications (a complete curriculum vitae; statement of interest explaining how their experience is relevant to the position; portfolio and samples of work; and contact information for three referees familiar with the applicant's background and skills) to Ms. Gina Cordahi (gc12@aub.edu.lb).

Duration of contract: One-year full-time contract (including three-month probation), with the possibility of renewal for another year.





**AMERICAN
UNIVERSITY OF BEIRUT**
FACULTY OF HEALTH SCIENCES

Start date: Immediate.

Review of applications will start immediately and will continue until position is filled. Only shortlisted candidates who meet the minimum requirements will be contacted.

Further information about AUB and FHS can be found at <http://www.aub.edu.lb> and www.aub.edu.lb/fhs

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.

AUB campus is smoke-free.

