



**AMERICAN  
UNIVERSITY OF BEIRUT**  
**SULIMAN S. OLAYAN SCHOOL  
OF BUSINESS**

## **Job title: Academic Assistant – Graphic Designer, OSB Online**

[Suliman S. Olayan School of Business \(OSB\)](#) at the [American University of Beirut](#) is inviting applications from outstanding candidates to fill an Academic Assistant position to support **OSB Online in the creative design and execution c/o its marketing of its portfolio of online programs.**

### **Primary duties are:**

- Graphic Designers are responsible for creating engaging visual content that supports the marketing strategy.
- Their work includes, but not limited to, designing publications such as reports, proposals, and fact sheets, producing video content, and developing digital marketing kits with editorial content and visuals for social media.
- Working collaboratively with the marketing coordinator, they refine and adapt visuals based on strategic decisions and feedback.
- Graphic Designers are proficient in Adobe Creative Suite, and video editing tools. They also contribute to digital marketing efforts by designing assets that align with campaign goals while ensuring brand consistency across all platforms.
- Their role requires strong organization, creativity, and the ability to propose innovative visual directions to enhance marketing initiatives.

### **Required Skills & Qualifications:**

- Bachelor's degree in Graphic Design, Visual Communication, or related field
- Preferable 1–3 years of experience in digital design
- Proficiency in Adobe Creative Suite
- Basic knowledge of web/CMS platforms
- Understanding of digital marketing formats and requirements
- Project management skills
- Proficient in spoken and written English
- Communication and interpersonal skills

**APPLY through this link: [Job Application - OSB Online - Marketing – Fill out form](#)**

**DEADLINE TO APPLY: March, 23<sup>rd</sup> , 2026 (or until the position is filled)**