

Job title: Academic Assistant

[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 the Executive Education Program and Event Delivery Management team and coordinate as needed with corporate clients, program managers, program participants, faculty, program design team, suppliers and other stakeholders to ensure an optimal participants' experience for face-to-face or online delivery.

Primary duties are to:

- Prepare event/program delivery draft timeline and budget for assigned program/event
- Work with facilities, IT, and janitorial services for event logistics preparation
- Suggest appropriate venues and service providers for delivery
- Solicit bids from other service providers as needed and develop a comparison
- Prepare draft mailers and other forms (e.g., welcome, registration, surveys)
- Prepare draft reports (e.g., assignment tracking, feedback report)
- Work with marketing team on marketing plan items (e.g., signage, giveaways, branded materials)
- Perform other related duties as assigned by supervisor (Manager, Program and Event Delivery Management)

Required Skills & Qualifications:

- Bachelor's degree and a minimum of 3 years of relevant experience
- Experience in events coordination and logistics tasks
- Experience in project coordination
- Experience working with corporation and/or in higher education contexts
- Excellent planning and organizational skills
- Excellent written and oral communication skills
- Able to solve problems, troubleshoot, think creatively and resolve conflicts
- High attention to detail and accuracy
- Advanced expertise in business and management software including Word, Excel and PowerPoint, and other online tools
- Ability to multi-task, manage deadlines
- Agile and nimble learner

Work Conditions:

- Travel occasionally for work
- Have the entrepreneurial mindset and flexible working hours (to include some weekends and after office hours based on the scheduled events and programs)

APPLY on this [link](#)

DEADLINE TO APPLY: January 29, 2026