

Job title: Academic Assistant – Manager, Family Enterprising Initiative

[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 Family Enterprising Initiative.

Non-academic role

Full-time, Reports to the Academic Lead

Starting date: TBD

About the Family Enterprising Initiative

The Family Enterprising Initiative is a regional hub for family business at the American University of Beirut. We advance the knowledge and guidance that help family firms grow, govern, and endure across generations.

The role

We are looking for a Manager to run the day-to-day work of the center. This is a non-academic role. You will be our main link to the family business community, our lead on events, and a hands-on partner on research and operations. You will work directly with the Academic Lead. The role is well rounded and suits someone who likes variety, direct engagement with the enterprise, research and reports, coordination and event management.

What you will do

Community and communications

- Act as the main point of contact for the family business practice community.
- Build and maintain relationships with owners, families, and advisors across the region.
- Manage the center's communications, including invitations, newsletters, and updates.
- Maintain and grow the FEI contact network and database.
- Engage with scholars and partners in the family business community.

Events and convening

- Plan and run FEI events, from roundtables to potential conferences.
- Manage logistics, scheduling, venues, invitations, and on-site coordination.
- Coordinate speakers, guests, and partners.

Research support

- Help collect, organize, and manage research data.
- Contact and coordinate with scholars and collaborators.
- Help organize academic conferences and research workshops.



- Support the write-up and sharing of findings.

Coordination and operations

- Manage scheduling, follow-ups, and calendars for the Academic Lead.
- Keep projects on track and track deliverables.
- Handle the daily administration of the center.

What we are looking for

- A bachelor's degree, preferably in business or a related field.
- A clear interest in family business and family enterprising.
- Excellent written and spoken communication in English.
- Excellent organization and coordination skills.
- Confidence working with senior leaders and business owners.
- The drive to manage several tasks at once and work with little supervision.

Preferred, not required

- A background in or close exposure to a family business.
- Some familiarity with research or data collection.
- Experience in events, communications, or program management.

How to apply

Send a CV and a cover letter to gs50@aub.edu.lb (Georges Samara) and ls37@aub.edu.lb (Layan Sarkis). Tell us why family enterprising interests you. Applications are reviewed on a rolling basis.