



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 MBA Program with daily activities.

Primary duties are:

- Digital Marketing Knowledge is a plus, as this skill is needed to update our social media platforms:
 - Managing and updating program-related digital content (LinkedIn, Instagram, website updates) in coordination with MarCom
 - Assisting in email marketing campaigns and webinar coordination
 - Supporting lead generation initiatives and virtual information sessions
- Updating and maintaining student records, and tracking grades and key student information for new and continuing MBA and OMBA students
- Summarizing applications for presentation at Graduate Committee meetings, while ensuring accuracy, confidentiality, and compliance with university policies and procedures
- Assisting in the preparation of the study program trip by verifying that all student information and documents are correct and following up as needed
- Responding to incoming phone calls and email inquiries related to the MBA and OMBA programs
- Supporting daily operations, including scheduling meetings, coordinating calendars, and taking minutes when required
- Assisting in coordinating logistics for MBA classes, workshops, guest lectures, and program events
- Representing the programs at recruitment and outreach events
- Assisting faculty with course-related administrative needs
- Coordinating student onboarding and orientation activities
- Supporting alumni engagement initiatives
- Assisting in organizing networking events, panels, and industry workshops

Required Skills & Qualifications:

- Bachelor's degree in business or related field. An MBA degree is an added value.
- Excellent proficiency in Microsoft Office
- Proficient in spoken and written English
- Communication and interpersonal skills
- Strong data organization and reporting skills
- Ability to multitask and manage deadlines in a fast-paced academic environment
- High level of professionalism and discretion

APPLY by sending your CV to mba@aub.edu.lb

DEADLINE TO APPLY: March, 13, 2026