

Job Title: Part-Time WordPress Developer

[The Suliman S. Olayan School of Business \(OSB\)](#) at the [American University of Beirut](#) is looking for a Part-Time Academic Assistant to serve as a WordPress Developer.

Role Overview

The WordPress Developer will be responsible for developing, customizing, and maintaining OSB's new website. They will ensure that the site remains visually appealing, functional, secure, and consistently available to visitors.

Key Responsibilities

- Design, develop, and maintain the company website using WordPress.
- Customize WordPress themes and plugins to meet specific project needs.
- Monitor website performance, uptime, and server health; promptly address any downtime or performance issues.
- Diagnose and fix bugs, errors, and compatibility problems.
- Manage hosting environments, backups, and updates (WordPress core, themes, and plugins).
- Ensure the website is fully responsive, secure, and optimized for performance and SEO.
- Integrate third-party tools and features as needed (e.g., forms, analytics, social media feeds).
- Collaborate with the marketing and communications team to ensure content consistency and brand alignment.
- Provide ongoing technical support and suggest improvements to enhance website reliability and user experience.

Requirements

- Bachelor's degree in Computer Science, Software Engineering, or a related field.
- 3–5 years of experience in web development or a similar role.
- Proven experience developing and managing WordPress websites (please include portfolio or examples).
- Strong understanding of HTML, CSS, JavaScript, and PHP.
- Experience with WordPress themes, plugins, and page builders (e.g., Elementor, WPBakery, or Gutenberg).
- Familiarity with server management, domain setup, and hosting configurations.
- Knowledge of website security, backups, and optimization best practices.
- Excellent troubleshooting and problem-solving skills.
- Ability to work independently and meet deadlines while coordinating with the team.
- Knowledge of Google Analytics, Google Search Console, and similar tools.

APPLY by sending your CV to osb-communications@aub.edu.lb

DEADLINE TO APPLY: 23/11/2025