



Job position: Academic assistant

Job description: Content Coordinator

Location: The Case Hub, Suliman S. Olayan School of Business at AUB

Type: Full-Time

About The Case Hub:

The Case Hub at the Suliman S. Olayan School of Business brings together academic and practical knowledge about the case method. It enables action-oriented learning in all areas of management education and the promotion of the case method teaching approach in the MENA region. Through its annual regional case conference, its annual case writing competition, and its workshops, it allows for case-writing capacity building and creates a community of case writers. The Case Hub links academia to the business world, enabling the development of case studies about innovative startups and established businesses in the region.

Position Overview:

The Case Hub seeks a dedicated and talented **Content Coordinator** to join its dynamic team. The ideal candidate will have a passion for writing in English and a background in business. This role is crucial in helping us manage multiple events, workshops, webinars and others to engage our audience and build capacity for case writing.

Key Responsibilities:

Training Coordination

- Plan, schedule, and organize training sessions, both in-person and virtual.
- Assist in the development of training materials, presentations, and learning resources in collaboration with subject matter experts.

Case publication coordination

- Manage cases through the publication process.
- Provide constructive feedback and support case writers during the preliminary review process, helping refine case studies for clarity, structure, and engagement.

Content development and coordination

- Contribute to various projects across The Case Hub, bringing a strategic and creative mindset.
- Conduct market research and benchmarking to optimize content strategies.





- Create compelling, well-researched content for the website, reports, articles, training materials, and social media.
- Work closely with all stakeholders to develop content that aligns with The Case Hub's goals and objectives.
- Proofread and edit content, ensuring consistency in writing style and tone across all materials.
- Collaborate with the team to brainstorm and develop innovative ideas for growth and improvement.

Required Skills

- Bachelor's degree in Sociology, English, Literature, Business or any other related field with a minimum of 2 years' work experience involving extensive writing.
- Strong writing and editing skills in English; Arabic is a plus.
- Creative thinker with the ability to generate fresh ideas.
- Professional, with high attention to detail.
- Dependable and organized, able to follow up on tasks till completion.
- Good command of Word, Excel, and PowerPoint.
- Strong analytical skills: quantitative, qualitative, benchmarking.
- Eagerness to learn, adapt, and take on new challenges in a fast-paced environment.

Application Process:

Interested candidates are invited to submit to thecasehub@aub.edu.lb:

- A cover letter highlighting their interest and their qualifications
- A one-page resume
- Three writing samples (a social media post, a reflection, and a report)

Please include "Content Coordinator Application - The Case Hub" in the subject line.

Apply by October 15, 2026

