

**AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER  
HUMAN RESOURCES DEPARTMENT**

**February 25, 2010**

**TO : Deans, Directors, Heads of Academic and Administrative Departments**  
**FROM : Human Resources Department - AUBMC**  
**SUBJECT : VACANCY IN THE DIAGNOSTIC RADIOLOGY DEPARTMENT -  
RADIOLOGY**

**The Diagnostic Radiology Department - Radiology has an opening for the position of Electronic Imaging Clerk in grade 05 at a salary of LBP 813,957.- per month. Since this provides an opportunity for PROMOTION from within, kindly circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply.**

**I. Basic Functions:**

Carry out a variety of activities related to computerized radiography machines operation and maintenance. Includes digitizing x-ray films, coordinating with receptionists and other members of the PACS unit for registration and management of cases and studies, keeping inventory of films, CDs & DVDs, and advising supervisor of equipment malfunction. Work in conjunction with the PACS team to ensure the maintenance and integrity of the patient's record.

**II. Minimum Requirements:**

- a. Bacc II Degree.
- b. IT & Network related experience in a Radiology department or healthcare setting is preferred.
- c. Ability to report to duty after working hours as per assigned working schedule.
- d. Strong organizational skills with high attention to details.
- e. Strong command of Arabic and English (IET score  $\geq$  500 is preferable); French is an asset.
- f. Computer proficiency in commonly used software packages (Microsoft Office).

**Interested applicants are invited to fill the online application with their CVs attached prior to March 11, 2010 on the following link: <http://www.aubmc.org.lb/hremp/>**

**For Internal Applicants: In addition to the updated C.V., a letter of intent should be addressed to the Human Resources Department with a copy to the concerned Supervisor(s).**

Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.



**Dania Baba Wazzan, PhD  
Director, Human Resources Department**