

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

**June 29, 2009**

**TO : Deans, Directors, Heads of Academic and Administrative  
Departments**

**FROM : Human Resources Department - AUBMC**

**SUBJECT : VACANCY IN THE NURSING SERVICE DEPARTMENT**

**The Nursing Service Department has an opening for the position of Assistant Nursing Director for Education above grade 12. 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.**

If you are considering a **Lateral Transfer**, kindly note the following: Lateral transfers are transfers from one job to another within the same department or from one department to another, at the same classification and pay grade. The University does not encourage lateral transfers since usually neither the University nor the employee benefit from such a transfer. In those cases where a lateral transfer is beneficial to all concerned, they are permitted on an exception basis and only after the involved parties have met and discussed the issues with the relevant Human Resources representative.

**I. Basic Functions:**

Facilitate, direct, and coordinate the designing, planning, implementing & evaluating of educational programs and staff development activities for the Nursing Department. Develop manuals, educational policies, procedures, and competencies. Serve as a resource person to nursing staff and management. Coach and mentor clinical educators to ensure their continuous professional development. Develop and supervise the implementation of the Practical Nurse Training Program. Act as an active member of major nursing projects as assigned by the Nursing Director. Collaborate with the Nursing Quality Management Team on educational requirements to promote quality of services. Coordinate with the Assistant Hospital Director for patient Care affiliations with other hospitals to deliver staff development and other activities.


**II. Minimum Requirements:**

- a. MS in Nursing. PhD is preferred.
- b. 10 years of experience in a management position preferably in Nursing; 5 to 7 years of which in nursing education and professional development.
- c. Excellent Command of English (EEE > 500).
- d. Computer proficiency in commonly used software packages (Microsoft Office).

**Interested applicants are invited to fill the online application with their CVs attached prior to July 20, 2009 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**