

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

July 1, 2009

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

FROM : Human Resources Department - AUBMC

SUBJECT : VACANCY IN THE OFFICE OF CHIEF OF STAFF

The Office Of Chief Of Staff has an opening for the position of Executive Assistant 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:

Manage the day-to-day operational and administrative activities of the Deputy VP/Dean by organizing the incoming workflow, prioritizing incoming requests, maintaining a control system, and following-up on various issues to ensure timely response. Perform tasks that are diverse and advanced. May work on implementing small scale projects.


II. Minimum Requirements:

- a. Bachelor's degree in Business Administration or related field. Masters in Public Health or related field is preferred.
- b. 3 to 5 years of administrative support experience in related setting.
- c. Thorough knowledge of health care systems and medical terminology is highly desirable.
- d. Strong organizational skills with high attention to details.
- e. Excellent Command of Arabic and English (EEE score \geq 500); 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 July 15, 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