

AMERICAN UNIVERSITY OF BEIRUT
HUMAN RESOURCES DEPARTMENT

November 13, 2009

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

FROM: Human Resources Department

SUBJECT: VACANCY IN THE OFFICE OF COMMUNICATIONS

The Office of Communications has an opening for the position of UNIVERSITY PHOTOGRAPHER, in grade 11, at a salary of LL.1,105,105.- per month. Since this provides an opportunity for promotion from within please circulate this information and/or post it in your area of jurisdiction so that those interested and having the minimum qualifications may apply in writing to the Human Resources Department (Employment Section) not later than November 28, 2009

I. Basic Functions:

Addresses the photographic needs for the University and brings an artistic quality to the images, activities and sights throughout AUB in its entirety. Performs, creative and skilled photographic work to capture and reproduce photographic images reflecting the full range of activities at the University.

II. Minimum Requirements:

- a. Completion of Secondary Education with 5 years experience in photography and videography.
- b. Considerable technical expertise in operating professional cameras, selecting appropriate lenses, and a good understanding of other technical considerations - including lighting, contrast, depth and movement.
- c. Competent in staging photographs when necessary and making photo subjects feel comfortable and photogenic.
- d. Skills in photo correction, Adobe Photoshop or other graphics manipulation programs will be useful.

The letter of application *with a copy of your CV* 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.

Amal H. Hamadeh
Director of Human Resources