

## AMERICAN UNIVERSITY OF BEIRUT

### DIRECTOR OF THE OFFICE OF INTERNATIONAL PROGRAMS

#### **Description:**

The American University of Beirut (AUB) invites applications for the position of Director of the Office of International Programs. AUB ([www.aub.edu.lb](http://www.aub.edu.lb)), founded in 1866, is one of the leading institutions for higher education and research in the Middle East, and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The university enrolls just over 7500 students who come to AUB from 68 countries. The active research environment includes partnerships with international universities in Asia, North America and Europe.

#### **Responsibilities:**

The Director of the Office of International Programs (DOIP) is responsible for articulating and implementing a vision for AUB's role as a regional leader in international education. The DOIP reports to the Provost and provides leadership in the articulation and management of strategic issues and programs for international education at AUB. The DOIP collaborates with members and units of the AUB community, including academic department chairs, the Provost and the deans, the AUB Coordinator in New York, the Regional External Programs office, the Issam Fares Institute for Public Policy and International Affairs, the Center for Arab and Middle Eastern Studies, and other centers, institutes, and faculty members who are engaged in educational exchange, research with other universities, and international affairs. The DOIP is responsible for all aspects of AUB's undergraduate and graduate student exchange programs, including planning and communicating effectively with the sending and receiving universities, advising AUB students on opportunities for exchange, and welcoming and supporting students who enroll at AUB for non-degree study abroad programs. The DOIP (with the Coordinator of International Student Services) oversees special services for AUB's international students, such as providing help with official papers and visas, planning and administering orientation programs, excursions, and other activities. The DOIP serves as the advocate for international students and programs as needed. The DOIP is responsible for monitoring and updating AUB's agreements with international universities, for providing support as needed for visiting international faculty and scholars, and for keeping abreast of faculty research collaborations with other institutions.

#### **Qualifications:**

The person selected for the position of DOIP will have an MA or PhD in international education or related fields, and/or a record of substantial experience with international activities. This person will have proven administrative and managerial skills, as well as experience with fiscal management. The ability to communicate clearly and work effectively in a multi-cultural setting with sensitivity to diversity is essential. Fluency in

at least one major language in addition to Arabic and English, and experience in grant writing and fund raising are desirable.

**Application instructions:**

Review of applications begins on December 15 and will continue until the position is filled. The application materials should include a cover letter addressing how the applicant's credentials and experience meet the responsibilities and qualifications of the position; a curriculum vitae, and three letters of recommendation (which may be sent electronically by your referees).

Email submissions with attachments are preferred. Please send to: [md02@aub.edu.lb](mailto:md02@aub.edu.lb)  
Documents may also be sent to one of the following addresses:

Office of the Provost  
c/o Ms. Maral Dadourian  
American University of Beirut  
PO Box 11-0236  
Riad El Solh 1107 2020  
Beirut, Lebanon

Office of the Provost  
c/o Ms. Maral Dadourian  
American University of Beirut  
3 Dag Hammarskjold Plaza, 8<sup>th</sup> Fl  
New York, NY 10017-2303  
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Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.