

**AUB**

**JOB DESCRIPTION**

**JOB TITLE:**

Assistant Director of Journalism Training Program/

**DEPARTMENT:** REP

**DIVISION:**

**SECTION:**

**1. BASIC FUNCTION:**

Manages, coordinates, supervises and evaluates as directed all functions and activities related to the Journalism Training Program including but not limited to planning and organizing workshops.

**2. DUTIES PERFORMED:**

- a. Occasionally participates in training workshops.
- b. Establishes and maintains contact with media organizations, NGOs, corporations and journalists across the Arab World.
- c. Monitors print, broadcast and online media.
- d. Prepares, writes and edits materials for workshops.
- e. Writes and edits materials for JTP promotional publications and materials.
- f. Writes and edits content and updates for the JTP website.
- g. Liaises with various AUB departments.

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**3. WORK CONTACTS:**

Regular contacts with faculty, students, staff, and with visitors from outside the University at various levels.

**4. INDEPENDENCE OF OPERATION:**

Reports to the JTP Director.

Works according to established university procedures and guidelines. Efficiency and accuracy of the incumbent's work is highly relied on, although completed work is checked at subsequent stages in the work cycle.

**5. SUPERVISORY RESPONSIBILITY:**

May give work direction to clerical staff.

**6. PHYSICAL EFFORT:**

Minimal physical effort

**7. WORK CONDITIONS:**

Clean and pleasant

**8. MINIMUM REQUIREMENTS:**

- a. BA degree in journalism, mass communication, public relations or similar field with minimum five years of directly related experience.
- b. Excellent command of English and Arabic(written and oral).
- c. Excellent familiarity with hardware and software across platforms (Windows and Macintosh).
- d. Excellent project management skills.
- e. Excellent communication and interpersonal skills.
- f. Experience in higher education and understanding of the Arab World preferred