



**AMERICAN  
UNIVERSITY OF BEIRUT**  
**SULIMAN S. OLAYAN SCHOOL  
OF BUSINESS**

## **Job Title: Research Assistant**

Suliman S. Olayan School of Business (OSB) at the [American University of Beirut](#) is inviting applications from outstanding candidates to fill a Research Assistant position reporting to the Convener of the Management, Marketing, and Entrepreneurship track (MME). This role will involve a combination of administrative and research tasks, and would be suitable for a Masters Graduate (in the Management, Marketing or Entrepreneurship field) who has both administrative and research experience.

### **Primary Duties Include:**

- Event/meeting coordination with relevant OSB stakeholders (includes minute-taking)
- Data collection and consolidation on faculty activities and workload management
- Entry-level research work (e.g., data collection, literature searches, editing, and referencing)
- Newsletter formulation and publication
- Miscellaneous administrative and research activities as they arise

### **Required Skills & Qualifications:**

- Master's degree in Management, Marketing or Entrepreneurship (or a closely related field)
- Project management skills/experience
- Research experience (writing, published academic works)
- Excellent skills in the use of Microsoft Office
- Proficient in spoken and written English
- Communication and interpersonal skills

### **Contract Terms:**

- Start date: Immediately
- Contract term: 1 year renewable (for a maximum of 3 years)
- Working format: Mixed online and in-person (negotiable).
- Working hours: Monday to Friday, 8:00am to 5:00pm

**APPLY by sending your CV to [jj23@aub.edu.lb](mailto:jj23@aub.edu.lb)**

**DEADLINE TO APPLY: September 20, 2024**