JOB VACANCY

Faculty: Faculty of Health Sciences (FHS), Achrafieh, Beirut

Program: Co-Curricular Program

Title of the Position: Co-Curricular Activities Coordinator

Overall Responsibility:

The Co-Curricular Program reflects the University life at the faculty, and helps students in developing their leadership, communication and problem solving skills. It aims at conducting various types of activities, which are either prepared by FHS staff or Student Clubs and Societies at FHS, and/or in collaboration with the OSA at the main campus.

The Co-Curricular Program Coordinator is responsible for managing all events related to clubs and societies and student athletic activities under the supervision and guidance of the Dean of Student Affairs and the Dean of the Faculty.

The Co-Curricular Program Coordinator is also in charge of the Student Work Program and International Students Services.

Key areas of responsibility:

- Coordinate the Co-Curricular activities at the FHS from the planning stages to execution.
- Monitor extra-curricular program activities and maintain proper scheduling and calendar for all activities.
- Manage logistics, facilities and equipment assigned to Student Life.
- Act as liaisons between students, administrative staff, faculty and community members to facilitate the success of student events/programs.
- Assist clubs, societies and registered groups in budgeting and organization in compliance with University Policies and Regulations.
- Prepare office budget reports to ensure fiscal accountability.
- Prepare an annual report evaluating the activities.
- Assess and maintain electronic databases and accurate records and files of students, clubs, societies and events.
- Manage student work timesheets.
- Facilitate the registration and paperwork process, medical insurance, etc... for International Students.
- Coordinate with the Office of International Students and the Student Work Office at the main campus.
Qualifications:

- Bachelor’s Degree from an accredited institution.
- Demonstrated experience in student life.
- Proficient in English and Arabic. French is a plus.

Knowledge, skills and abilities:

- Knowledgeable in activity development and coordination practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Self-confident, able to determine work priorities and meet deadlines.
- Able to combine management, public relations and leadership skills.
- Skillful in conflict resolution.
- Anticipate student’s needs.
- Serves as a constructive role model for students.
- Strong organizational and interpersonal skills, work effectively in a team environment, work under pressure, able to perform multiple tasks.
- Good motivator, service oriented, enthusiastic and can take initiative.
- Excellent communication and writing skills.
- Make sure that all tasks related to Student Affairs are handled confidentially.

Working Conditions:

- Typical office environment with occasional activities outdoors.
- Available to assist students after working hours and may also work evenings or weekends in order to monitor extracurricular student events.
- Coordinate with other campuses and attend meetings when needed.

Additional Information:

- Starting Date: July 1, 2016 (negotiable)
- Contract Type: Academic
- Salary: To be determined

Interested candidates should submit their CV to fhs@balamand.edu.lb before June 25, 2016