Bar-Ilan University
אוניברסיטת בר-אילן

Faculty of Social Sciences
School of Business

הפקולטה למדעי החברה
ביה"ס למינהל עסקים

ASSISTANT

WANTED

TO HELP MANAGE THE ACTIVITIES OF THE
ISRAEL CHAPTER OF THE ASSOCIATION FOR INFORMATION SYSTEMS (ILAIS)

The Association for Information Systems is the premier global organization for academics and students specializing in Information Systems with over 4,000 members in 99 countries. ILAIS serves members throughout Israel at all Universities and Colleges with a degree program related to Information Systems.

Duties include:
- Create and manage the ILAIS social media presence.
- Create and update the ILAIS website on WIX.
- Design and edit a quarterly newsletter.
- Manage membership promotion activities for faculty and students.
- Assist in the organization of the ILAIS annual conference.

Requirements:
- Ability to communicate clearly in both Hebrew and English.
- Facebook, twitter, and WIX creative abilities.
- Ability to work independently.
- Available 5 hours per week.

Apply by email with your CV to:
Prof. David Schwartz
Chair, Israel Association for
Information Systems
david.schwartz@biu.ac.il