

Academic Dean (m/f/x)

IES Abroad offers more than 360+ study abroad programs worldwide for college students. We are a highly-charged force of study abroad enthusiasts. The Freiburg Center of IES Abroad, located in Freiburg i. Brg., Germany, seeks an enthusiastic, team-oriented individual to serve as part of a team of staff and faculty that delivers an interdisciplinary and unique experience to students spending a semester abroad in Freiburg and Europe.

Our mission is simple: to provide our students with the best study abroad program that suits their field of study. We create a transformative experience through high quality coursework, intense and course-integrated field study across Europe, and, culturally, through the residential living arrangements with local students in one of Germany's most popular cities, Freiburg.

The Academic Dean oversees and coordinates the academic programs 'Language and Area Studies' (LAS) and 'Environmental & Sustainability Studies' (ESS) from the planning through to the implementation. The programs are typically semester programs (ranging from 4 to 6 months in length) and are developed from a given academic focus. (Please see www.iesabroad.org for more details on the programs.)

The job will be both administrative and active, and requires strong organizational skills. The Academic Dean regularly leads field study trips for all IES Freiburg programs in addition to those that fall within his/her/their portfolio.

Duties and Responsibilities:

Management of Curriculum

- Overall responsibility for the management, planning and implementation of the academic programs 'Language & Area Studies' and 'Environmental & Sustainability Studies'
- Review course syllabi in accordance with IES Abroad Academic Council guidelines
- Manage the administration of semester course registrations, grading and evaluations for the academic program of the Center
- Coordinate courses as necessary such as preparing an academic schedule for all IES Abroad courses, setting up timetables, cooperating with faculty
- Participate in the regular review of all syllabi, program design and overall quality of the LAS & ESS programs
- Liaise with and establish good communication as well as cooperation with various departments at the University of Freiburg, Pädagogische Hochschule Freiburg and local partners
- Serve as primary academic advisor for students, counselling students regarding IES Abroad and university courses
- Organize tutorials (incl. writing tutorial) for university courses attended by IES Abroad students
- Evaluate and mentor faculty continuously to promote academic excellence and a clear understanding of US undergraduate expectations
- Work with the Center Director to recruit, hire, and orient faculty to teach IES Abroad area studies, language and independent study courses
- Liaise with the Academic Dean (of European Union Program) on overarching topics
- Administration of academics pages of Freiburg Moodle e-learning site
- Management of Freiburg Center library

Student Affairs Duties & General Program Support

- Work with the Center Director and the Student Affairs team to ensure that a comprehensive program of orientation is arranged for the new students and provide input on academic matters
- Work with the Student Affairs team to ensure that the cultural and extracurricular programming of the Center supports the overall academic mission

Internship Management

- Work collaboratively with the Internship Manager to assist in internship coordination

Safety & Risk Management

- Take responsibility for the safety of all program participants
- Adhere to, actively model and enforce all organization-wide and Center rules and policies
- Carry the 24/7 emergency phone after office hours including weekends and holidays on a rotating basis with others and take responsibility for the management of emergencies

Field Study Trips

- Coordinate the planning and implementation of field study trips together with the Field Studies Manager
- Lead field study trips (single day or multi-day) for LAS & ESS programs and – on a shared basis - for all other Freiburg programs

Budget

- Take responsibility for the management of the budget within area of academics, including planning of expected costs, updates of budget and coding of individual expenses

Qualifications

- Graduate degree in a relevant discipline; Doctorate preferred
- Language proficiency (written & spoken) in both German and English
- Personal study abroad experience, ideally supplemented by working in an international environment
- Excellent interpersonal and communication skills; demonstrated abilities to manage faculty
- Seasoned leadership skills, meticulous attention to detail, and a commitment to customer service and professionalism
- High emotional and cross-cultural intelligence
- Strong written and interpersonal communication skills
- Talent for organizing and prioritizing multiple tasks
- Good working knowledge of Microsoft Office, specifically Word, Excel and Power Point. IT affinity is a plus
- Extensive group and student facilitation experience (including chaperoning of excursions)
- Ability to work in Germany legally

Other Expectations

- Several years of working experience in developing educational programs and/or organizing events is preferred.
- Familiarity with German and US university system, ideally with local Freiburg university and networking experience
- Be able to travel extensively for field study chaperoning duties including weekends and holidays
- Teaching experience is a plus

Application Deadline

Open until position is filled.

Have we sparked your interest? Then we are looking forward to your application including cover letter, resumé, salary expectations and the earliest possible starting date.

Contact

IES Abroad Freiburg

Merle Peitsmeyer

Director

[+49 761-3837780](tel:+497613837780)

Werthmannstrasse 11

79098 Freiburg

mpeitsmeyer@iesabroad.org

<https://www.iesabroad.org>