



IES Abroad is an internationally respected, not-for-profit, academic study abroad organization founded in 1950. From our headquarters in Chicago to our 130+ study abroad programs worldwide, we create authentic global education and life-affirming cultural experiences for students. Our profoundly passionate team of study abroad professionals believe in creating once-in-a-lifetime educational adventures that transcend expectations. We believe so strongly in the power of our program, that we actively recruit students from diverse populations and provide more than \$5 million in scholarships year after year. We are proud that our students are as diverse and exciting as the countries we study.

IES Abroad Berlin seeks to fill the following position to strengthen our local student affairs team:

Health & Safety Coordinator (m/f/x)

- Work hours: part-time (31 hrs /week).
- Located in Berlin, Germany.
- Starting as soon as possible.

Your tasks:

Health & Safety

- Monitor health related student incidents and conduct check-ins to address students' mental or physical health concerns and needs.
- Organize and collaborate with mental or physical health professionals and coordinate support structures for students.
- Collaborate with IES Abroad Dean of Students Office team in Chicago and follow established protocols.

Student & Program Support

- Promote a supportive student environment and assist students in building a community during their studies in Berlin.
- Advise students on questions and issues regarding their daily life and studies in Berlin.
- Organize extracurricular activities and events for the students to promote their local immersion and cultural integration.
- Support and promote IES Abroad's Diversity, Equity & Inclusion mission.

Your profile:

- University degree in psychology, social work, or another relevant field.
- Work permit in Germany.
- Fluency in English and German language.
- Excellent interpersonal, problem-solving, and organizational skills.

- High emotional intelligence and intercultural competence.
- Interest in and good knowledge of North American (university) culture.
- Experience in working with young adults would be an asset.
- International (work or study) experience would be an asset.

What we offer:

- A stimulating international work environment and a variety of responsible tasks.
- Cooperation in a small, highly motivated team.
- Flexible work hours within the framework of legal requirements.
- 30 days paid holiday per year (adapted to your part-time work scheme).
- Training opportunities and the option to upgrade work hours to full-time.
- Salary aligned with TV-L E10-12, depending on qualifications and experience.

Please submit your portfolio with motivation and CV, as well as your earliest starting date to bfinke@IESAbroad.org

Applications are reviewed on a rolling basis until the position is filled. Confidentiality is assured. Should you have any questions regarding this position, please contact Dr. Barbara Finke, IES Abroad Berlin Director at bfinke@IESAbroad.org

Published: 24 May 2024