

Customized Program & Internship Coordinator (m/f/x)

IES Abroad offers more than 360+ study abroad programs worldwide for college students. We are a highly motivated 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 Customized Program & Internship Coordinator (CPIC) coordinates the Centers' Customized and Faculty-Led Programs from planning to implementation. Customized programs are typically short-term programs (ranging from one to six weeks in length), and are developed from a given academic focus, as requested by the U.S. university in question. Depending on the program, IES may be responsible for the logistics of running the program, working out its academic dimension, and providing on-site guidance and assistance. The CPIC also has responsibility for the coordination of the Centers' internships. When required, other seasonal tasks may be added to the CPIC portfolio. The job will be both, administrative and active, and requires strong organizational skills. The CPIC regularly leads field study trips for all IES Freiburg programs in addition to those that fall within the portfolio.

Duties and Responsibilities

Customized Program Coordination

- Overall responsibility for the coordination, planning and implementation of Customized Programs (CP)
- In conjunction with the CP Chicago team develop budgets, proposals, and agreements
- Identify, rent, and manage housing for visiting faculty
- Closely collaborate with the Housing Coordinator for student housing
- Liaise with and establish good communication and links with the visiting faculty member prior to and during the program, organize regular meetings with visiting and local faculty and relevant center staff
- Work with the academic leadership to identify and secure suitable local faculty for teaching assignments
- Coordinate the planning and implementation of business visits and excursions together with the Field Studies Manager
- Plan and research new field study trips for programs that require field trips
- Coordinate the planning and implementation of orientation together with the student affairs staff
- Liaise with the academic leadership to ensure classroom availability
- Evaluate each program and follow up with the CP team in Chicago

Student Affairs Duties & General Program Support

- Collaborate with staff, oversee, and help coordinate student orientation for Customized Programs and assist with Standard Programs
- Work closely with the student affairs team on any student affairs related issue
- Plan and coordinate special events and Center visits
- Assist with other logistical, group management and administrative tasks

Internship Management

- Initiate and build partnerships with local organizations and businesses to develop opportunities for group visits and/or internships
- Assist students in the internship application process
- Be the contact person for internship providers and students throughout semester
- Work collaboratively with the academic leadership in internship matters

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

- Lead field study trips (single day or multi-day) for CP 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

- Bachelor's degree required, Master degree in a related field a plus
- 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
- Seasoned leadership skills, meticulous attention to detail, and a commitment to customer service and professionalism
- Demonstrated integrity, self-motivation, and a proactive attitude
- Strong written and interpersonal communication skills
- Talent for organizing and prioritizing multiple tasks
- German work permit

Other Expectations

- Experience in developing educational programs and/or organizing events is preferred
- Familiarity with businesses and organizations in the Freiburg region, ideally with networking experience
- Ability to travel extensively for field study chaperoning duties including weekends and holidays
- Ability to work flexible hours, particularly during CP times

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

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