



IES Abroad offers more than 100 study abroad programs in Africa, Asia Pacific, Europe, and Latin America for college student. From our headquarters in Chicago to our 35+ global locations, we work toward the common goal of providing once-in-a-lifetime educational adventures that transcend expectations. 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. Learn more at: www.IESabroad.org. At our center in Berlin, we are hiring an

Academic Programs Assistant

Location: Berlin

Position: part-time (20-30 hrs/week)

Start date: 15 January 2022

Your Responsibilities:

You assist the IES Abroad Berlin team on a variety of tasks with a focus on academic affairs across the programs we are offering, including semester-long course programs, internship programs, and short-term customized programs. You will closely collaborate with the lead staff on the respective programs in:

- Coordinating course syllabi and exams, time schedules, and academic calendars
- Organizing teaching evaluations and regular feedback sessions with students
- Placing students in our internship programs and maintaining relations with their employers
- Organizing, coordinating, and attending student events and field trips, including orientations for incoming students
- Creating content for internal platforms, public website, social media, and catalogs

Your Qualifications:

- Bachelor's degree or equivalent, 1-2 years relevant work experience would be an asset
- Attention to detail and talent for organizing and prioritizing multiple priorities and projects in fast-paced environment
- Excellent interpersonal skills with demonstrated ease in interacting with various constituents and ability to make effective presentations
- Demonstrated commitment, understanding, and interest in students with a focus on the complexity of cultural diversity and adjustment
- Fluency in English and German
- International experience from living or studying abroad would be an asset

What We Offer:

- A rewarding position in a superior academic environment
- Collaboration with a passionate, multinational team of study abroad professionals with a shared mission
- Work hours, vacation time, and salary in line with the German academic work environment.

How to Apply:

If you are interested in this position, please submit an application **by 6 December 2021** including **cover letter, resume**, and salary requirements to Dr. Barbara Finke, the IES Abroad Berlin Center Director: bfinke@iesabroad.org