# IES Abroad Barcelona Center

<table>
<thead>
<tr>
<th>Job title</th>
<th>Academic Team Specialist</th>
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<tbody>
<tr>
<td>Status</td>
<td>Full-time</td>
</tr>
<tr>
<td>Schedule</td>
<td>37.5h per week plus additional commitment to travel on weekends</td>
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<td>Reports to</td>
<td>Director of Academics</td>
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<tr>
<td>Direct reports</td>
<td>Head of Advising</td>
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<tr>
<td>Start date</td>
<td>Late November, 2015</td>
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<tr>
<td>Location</td>
<td>Barcelona</td>
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## Summary of position

A member of the academic team who will actively participate in advising new students and also in the academic management of the students once they are onsite.

## Job responsibilities & duties

- Attend advising training from the Head of Advising;
- Advise students on their course selection and communicate with home university advisors to ensure that the schedule of the students is credit bearing and free of time conflicts.
- Participate in Student Affairs training: Led by the Head of Student Affairs.
- Participate in Orientation activities and Arrival.
- Participate in Extracurricular activities assigned by Center Director
- Participate in Academic team activities as assigned by the Dean of Faculty or the Assistant Dean of Faculty. These activities will include administrative tasks such as creating course schedules, buying materials, and filing documentation.
- Familiarization with the course offerings at IES and at local partner universities
- Familiarization with the library resources at the IES Center
- Familiarization with The Moodle learning platform as an end user and to help with course update processes
- Participation on the emergency and back up phone duties.

## Experience & Qualifications/Skills

**EXPERIENCE/QUALIFICATIONS REQUIRED**

- Experience working at a university
- Competent knowledge of English, written and spoken
- Having lived abroad, preferably in the US
- Working knowledge of MS Office and Moodle

| Education Licenses and/or Certifications etc. | **EDUCATION REQUIRED** -  
College Graduate in any discipline |
| Working conditions/Environment | The academic team is very dynamic and the duties and tasks are largely seasonal. During the month of November the advisors work with the students to fine tune their schedules and once students are onsite, advisors participate in all the departmental activities that range from participating in Extracurricular activities to attending some class-based activities. Some of these may require the advisors to work over a weekend. |
| Disclaimer | This job description reflects management’s assignment of essential functions; and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time. The duties above are not to be considered a complete list of duties and responsibilities assigned to this position. |

All CVs and communication ought to go to Salvador Ortiz, Head of Administration and HR, IES Abroad Barcelona. sortiz@iesbarcelona.org