Position Opening: Programs Coordinator at ACCENT Madrid Study Center

ACCENT International Consortium for Academic Programs Abroad is an independent study abroad program provider with more than 30 years experience working with over 60 American colleges and universities to provide high quality study abroad programs. ACCENT works with schools to develop unique overseas study experiences in Paris, Florence, London, Madrid, Rome, and Istanbul.

General Description:
ACCENT Madrid Study Center Programs Coordinator is responsible for assisting a small team with coordinating aspects of study abroad programs with various U.S. partner institutions.

Requirements:
- Spanish/EU Citizenship or Spanish work permit in order
- Bilingual: English/Spanish

Qualifications, skills and experience:
• Strong, bilingual communication skills, both oral and written in Spanish and English
• Energetic, motivated individual with a passion for service
• Ability to work independently and as part of a small team
• Knowledge of Madrid city resources
• Ability to manage and negotiate complex program housing related work
• Strong interpersonal and intercultural skills to work with a diverse student and faculty population
• Proactive, organized, efficient and detail-oriented individual
• Capacity for multi-tasking and decision-making
• Study and/or work abroad experience preferred
• Excellent computer skills, Macintosh preferred

Responsibilities:
• Front office management and student and faculty support services
• Management and coordination of program housing with external agents
• Planning and coordination of cultural activities and excursions
• Supporting social media management
• Availability to work flexible hours, including weekend excursions and evening events
• Preparation and presentation of program orientations and end-of-program procedures
• Management of electronic student data
• Contribution to ACCENT-wide initiatives and projects
• Participation on all ACCENT Madrid operations (including emergency cell phone duty)

Start Date: April 1, 2016
Salary: Commensurate with experience
Please send your CV and cover letter in English, stating your current salary and notice period to Vanessa Rodríguez García, ACCENT Madrid Study Center Director at madridjobs@accentintl.com.