Position Opening: Programs Coordinator/Academic Liaison 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/Academic Liaison is responsible for on-site academic coordination and assisting a small team with organizing 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:

• Educated to degree level, MA desirable
• Outstanding bilingual communication and negotiation 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 Spanish and U.S. Higher Education systems
• 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

• Ability to use initiative to deal with complex situations and provide creative solutions

• Study and/or work abroad experience preferred

• Excellent computer skills, Macintosh preferred

Responsibilities:

• Front office management and student and faculty support services

• On-site academic coordination for programs at local institutions and at the Study Center

• Liaise with local and U.S. university administrators and faculty including contracts, handbooks, textbooks/readers, classroom/site visit bookings, course evaluations, and online academic platform

• Management of small lending library and the Writing & Tutoring Center

• Internship program support

• 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: July 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.