

# **Job offer for Administrative Position – East and Central European Studies**

## **Administrative Position – International Programs Officer**

### **Position Description:**

The Faculty of Arts International Relations Office is seeking an outstanding administrator who will work alongside the International Programs Officers and Director of International Programs to facilitate the the East and Central European Studies Program and customized commercial programs at FFUK. The International Programs Officer will be responsible for completing office-related tasks, as well as working with students throughout their studies in Prague. Tasks may include:

- Facilitating customized programs for partner institutions under the guidance of the Director of International Programs,
- facilitating student movement within Prague during scheduled program activities,
- assisting with daily office tasks,
- providing on-site student support including emergency assistance, answering student questions, etc.,
- working with student databases,
- facilitating cross-cultural experiences for ECES students through workshops, activities, contact with local students, etc.,
- traveling with students on overnight academic excursions,
- and facilitating day trips and activities.

## **Qualifications & Position Requirements:**

- Bachelor's degree or equivalent level of education
  - Ability to speak English at a B2/C1 level
  - Preferred ability to speak Czech at an A2/B1 level
  - Must be familiar with Prague and the Czech Republic, including the geography of the city and local culture
  - Prior experience studying, living, or working abroad
  - An interest in international education and working in a cross-cultural, higher education environment
  - Experience working with the Microsoft Office suite, especially including Word and Excel
  - Excellent oral and written communication skills
  - Well-developed organizational skills
- *Some weekend and evening work, international and domestic travel may be required*

To be considered for this position, please send your CV and cover letter by March 21 to Katherine Ford, Director of International Programs (katherine.ford@ff.cuni.cz). Interviews are expected to be held during the first week of April.