

Administrative Assistant for Education and Projects (M/F)



The Euro-Mediterranean University (EMUNI) gathers expert knowledge and experience of the Euro-Mediterranean countries with the objective to contribute to the creation of a unified, integrated Euro-Mediterranean higher education and research area. We are looking for a qualified and enthusiastic manager to join an international, dynamic and ambitious institution that fosters unique opportunities for students and researchers across the higher education sector in the Mediterranean region.

Part-time position

Location: Piran, Slovenia

Starting date: 1 July 2020

The Administrative Assistant for Education and Projects responsibilities include the following:

- Coordination of students' affairs, including administration of the enrolment process, communication with students, administering the e-learning platform and other educational or students' activities;
- Coordination and administrative support to new and ongoing educational projects conducted at EMUNI and participating in developing new educational project proposals on behalf of EMUNI;
- Participating in preparing documentation reports and analysis concerning the educational department and projects for the different bodies of the University and Slovenian Authorities;
- Assisting the coordinator of Study Affairs in preparing and conducting the sessions of the Senate and related Commissions;
- Preparation of the Self Assessment and Quality Assurance reports;
- Other relevant responsibilities assigned by the Head of the Department or the President of the University.

Key requirements and Qualifications:

- A Bachelor's degree in a relevant field, preferably a Masters' degree.
- Experience within higher education.
- 3+ years' experience.
- Fluency in spoken and written English, knowledge of one or more languages of the Mediterranean (French, Spanish, Italian, Arabic).
- Excellent stakeholder management and communication skills.
- Master of PowerPoint, Word, Excel and communication on social media.
- Willingness and ability to travel.
- High level of commitment and attention to detail.
- Strong time management skills.
- Working experience in a multicultural environment is an advantage.

Our offer:

- Varied work that allows you to continually learn and develop your potential.
- An opportunity to work in a motivated team, in an international environment with international partners.
- Remuneration in line with salary levels in Slovenia and opportunity for promotion.
- Opportunity to live and work in the coastal region of Slovenia, which offers a high quality of living.

Only candidates who will provide their **full CV** and a **cover letter in English** by June 21, 2021, to the e-mail: jobs@emuni.si, will be considered for further recruiting steps. Shortlisted candidates will be contacted for an interview to take place 23 to 25 June 2021.

EMUNI is an equal opportunity employer. EMUNI's workforce is predominantly female and as such, men are strongly encouraged to apply.