

## Education and study affairs administrator (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 Education and study affairs administrator responsibilities include the following:

- Administrative and logistic organisation of the various study programmes;
- Coordination and support to academic staff in the design and implementation of the study programmes;
- Organization and participation in study activities (study visits, field exercises etc.) and participation in expert meetings, events and conferences;
- Communicating and providing support to academic staff and students;
- 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](mailto: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.*