

# 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](mailto:katherine.ford@ff.cuni.cz)). Interviews are expected to be held during the first week of April.