

VACANCY

Assistant Administrator for Academic Office and Admissions Office

The Institut Barcelona d'Estudis Internacionals (IBEI) is looking for a full-time candidate to fill the position of **Assistant Administrator for the departments of Academic Office and Admissions Office**.

Tasks to perform:

- Act as support for the Academic Office and the Admissions Office
- Mainly focus on supporting students and teachers for the Academic Office, in person and online
- Respond and manage emailed queries from students and professors to the Academic Office
- Act as support for all issues related to teaching quality and the accreditation of IBEI's official master's programmes
- Support the Admissions Office in management of the admissions process and also supporting students who participate in international exchange and mobility programmes (e.g. Erasmus Mundus, Erasmus+, bilateral) through email and in person

Profile of candidate:

- Person with previous experience in university management, dealing with students and professors
- A high level of English and Spanish language proficiency is required
- International experience will be valued

Requirements:

- University level qualifications
- Experience in an Admissions department and/or Academic Office of an international academic institution
- Excellent command of both English and Spanish languages
- International experience/stay abroad experience
- Ability to work with different software applications
- Good knowledge of Microsoft Office package

Competencies:

- Dynamism, flexibility and rapid adaption to the role
- Energetic and motivated personality

Applications must be submitted by July 6, 2022 (2.00 p.m. Barcelona time)

Interested candidates must send their CV and a cover letter to ibei@ibei.org

INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)

The Institut Barcelona d'Estudis Internacionals (IBEI) is a graduate teaching and research institution created by all five public universities in Barcelona (Universitat Autònoma de Barcelona, Universitat de Barcelona, Universitat Pompeu Fabra, Universitat Oberta de Catalunya, Universitat Politècnica de Catalunya) and CIDOB (Barcelona Centre for International Affairs). IBEI supports research in all fields of international politics, international relations, international security, foreign policy, globalization, development and inequalities.

IBEI is an equal opportunities employer. **IBEI holds the HR Excellence in Research distinction from the European Commission**, which recognises the institute's efforts to create a stimulating and favourable work environment and its commitment to continuously improve human resources policies.



HR EXCELLENCE IN RESEARCH

Further information about IBEI and its Master's programmes can be obtained at www.ibei.org