

JOB POSTING

Job Title: STUDENT ADVISOR AND STUDY TRIP ORGANISER

Institution: Jagiellonian University in Kraków, Centre for European Studies

Location: Ul. Garbarska 7a, Kraków, Poland/ Ul. Ingardena 3, Kraków.

Number of Openings: 1

Hours: 40 hours per week (full-time)

Job type: Umowa o pracę

Closing Date: 29 February, 2020

The Centre for European Studies (CES) at the Jagiellonian University is looking for a communicative and dynamic person to join its team, which caters to a large pool of international BA and MA students. We pride ourselves on our high standard of student services and seek to employ a person who will act as the primary contact for students from all over the world, assisting international students with administrative and organizational issues, performing administrative support tasks as well as organizing study trips and cultural activities for participating students. We offer a friendly, international and dynamic atmosphere, an excellent location in the heart of the city centre, and experience in one of the most successful international departments of the Jagiellonian University. The employee will work closely with other administrative and academic staff of the Centre for European Studies/Euroculture Programme and be involved in the activities of the Institute of European Studies.

Qualifications / Requirements

Required Qualifications & Education
Excellent English language skills (minimum B2 in the Common European Framework Reference for Languages CEFR)
Excellent Polish language skills (C2 in the CEFR) or native speaker of Polish
Higher Education (minimum BA)

Specialist Knowledge and IT Skills

JAGIELLONIAN UNIVERSITY IN KRAKOW

CENTRE FOR EUROPEAN STUDIES

Excellent command of Microsoft Office tools
Excellent command of social media tools for communication
Basic e-design and on-line marketing skills

Interpersonal and Communication Skills
Excellent intercultural communication skills
Cultural sensitivity
Excellent communication skills in English and Polish

Additional Requirements
Ability to work in a team
Presentation skills
Excellent organizational skills, experience with events planning
Ability to adapt to new environments, cultures
Basic understanding of the national legal and administrative procedures

Centre for European Studies: MA and BA Programmes

- Providing student services, including assistance with visa applications, health insurance and other bureaucratic matters, particularly to explain various national rules and regulations to international students;
- Assisting students with day to day issues, acting as a first point of contact at the Centre for European Studies; emergency contact for students outside of work hours;
- Planning student trips (six 1-3-day-long trips per year) for between 20-50 international BA and MA students;
- Planning local events, including cultural and academic activities such as student debates, movie nights and integration activities for large groups of students;
- Assisting in student activities, internships and career services;
- Assisting with other administrative duties related to the functioning of the Centre for European Studies.

MA in Euroculture Programme

- Providing student services, including assistance with visa applications, health insurance and other bureaucratic matters, particularly to explain various national rules and regulations to international students;
- Assisting students with day to day issues, acting as a first point of contact for students of the Euroculture programme, including administering the email account;
- Administering student registration, course scheduling, issuing transcripts
- Communicating with Euroculture consortium partners in regards to student issues
- Administering the Euroculture website, supporting promotional activities and co-developing outreach strategies

P L U S R A T I O Q U A M V I S

ul. Garbarska 7a, 31-131 Kraków, Poland. Phone/Fax: +48 (12) 429-61-95

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- Assisting with other administrative duties related to the functioning of the the Euroculture Programme

Terms and Conditions:

A shortlist of candidates will be contacted and will be asked for a second round of interviews at the mid March 2020.

The position starting date is **April 16, 2020**.

How to Apply:

Please send a cover letter and CV via email to: ces.office@uj.edu.pl with the title: job posting – student advisor by February 29, 2020, 11:59pm.