Programme Assistant

CIEE London Centre:

Summary of Position:

The Programme Assistant will support the running of study abroad programmes for US undergraduate students and US high school students. Working in a busy environment the role requires excellent communication and organisation skills. The successful candidate will demonstrate an ability to be flexible, to multitask and be a strong team player. The assistant will report to the CIEE Student Life Manager and will work with the student life and academic teams to support students studying in London.

Primary Responsibilities:

- Welcoming students on arrival day
- Organising interesting events for students
- Ensuring all events are within budget
- Following all CIEE accounting procedures
- Supporting on site students with access to healthcare
- Being on rotation for the CIEE emergency phone
- Working as part of the team, supporting colleagues
- Ensuring the smooth running of short term programs and high school programs
- Contributing to CIEE London social media
- Accompanying students and faculty on field trips, occasional weekends.

Person Specification

- Excellent communication skills
- Sensitivity and tact
- Customer service skills
- Proactive
- Legal right to work in the UK
- Educated to degree level

CIEE London

CIEE London is situated on the south side of Russell Square in Bloomsbury. Programmes run all year with up to 400 students on site at any
time. You would join a team of 9 full-time and one part-time staff. You would report to the Student Life Manager.

As a global organization, CIEE strives to be a diverse employer and to offer all its employees a welcoming work environment. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background.

Salary £25,000

Candidates must be able to work in the UK. We cannot provide visa sponsorship

- Please send your covering letter and CV to london@ciee.org by 29 March 2022

CIEE (Council on International Educational Exchange)

A nonprofit, non-governmental organization, CIEE is the country’s oldest and largest nonprofit study abroad and intercultural exchange organization. Since 1947, CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. CIEE operates 67 study centers in 45 countries that support more than 286 study abroad programs for 10,000-plus students from 340 U.S. colleges and universities annually. In 2015, CIEE launched its innovative Open Campus model – an affordable, flexible academic programming option that allows students to design their ideal international experience in multiple locations during one semester – at CIEE centre in Berlin, Copenhagen, London, Paris, and Rome. As the largest sponsor for U.S. Department of State J-1 Visa programs, CIEE also helps nearly 40,000 international students participate in U.S.-based exchange programs each year. CIEE programs and services span study abroad, teach abroad, international faculty training, and various specialty and custom programs for secondary, post-secondary, and international students.