



International Student Exchange Programs
1616 P Street, NW, Suite 150, Washington, DC 20036

Position: **Program Officer for Austria, Bulgaria, Czech Republic, Germany, Hungary and Poland**
Under the supervision of the Regional Director of Northern and Central European Programs, the Program Officer administers student exchanges with and study abroad programs at designated ISEP member institutions in Central Europe and serves as principal liaison with institutions in those countries; handles applications to and from institutions in these countries, and provides student support services before departure and while students are on program.

Salary: Mid \$30,000's

Application Deadline: Applications received until job is filled. Review of applications begins June 25, 2009.

Starting Date: July 10, 2009

Qualifications:

- BA degree required, MA degree a plus.
- Minimum 2 years relevant working experience, study and/or work experience abroad, preferably in a German-speaking country.
- Proficiency in German (oral and written).
- Excellent cross-cultural communication skills, ability to handle considerable detail and multi-task, and be a team player as well as work independently.
- Familiarity with Microsoft Office Suite programs.
- *Applicant must have authorization to work in the U.S.*

How to Apply: Send cover letter and resume/CV to egundersen@isep.org
No phone calls or inquiries please.
Only candidates selected for interviews will be contacted.

Principal Responsibilities:

- Reviews applications from and places students at member universities in the U.S. and abroad.
- Responds to inquiries from coordinators at member institutions regarding content and appropriateness of programs.
- Reviews descriptions of programs and services provided by designated international institutions.
- Maintains student support services before, during and after exchange period and handles crisis situations.
- Reviews and contributes to ISEP publications and materials.
- Supervises administration of the Annette Kade Scholarship for Study in Germany.

About ISEP

Founded in 1979, ISEP is a non-profit membership organization of 290 higher education institutions in the United States and 40 other countries that serves as a national and international network for student mobility and campus internationalization. The total number of ISEP participants to-date exceeds 31,000. More information about ISEP is available at www.isep.org.

ISEP is an EEO/AA employer.