

Wanted:

Program Assistant for SIT Summer 2016

The University Centre of the Westfjords and the School for International Training (SIT), Vermont, USA are looking for a program assistant for a Renewable Energy – Study Abroad group in June and July 2015.

Duration of the program in Iceland: June 14 – August 1

This will be the 10th SIT group that we welcome to Iceland. Students are enrolled in a cross-disciplinary summer program in renewable energy (see the SIT program web page for further information (http://www.sit.edu/studyabroad/features_ice.cfm?cp=2013SSU)).

Approximately 23 students will spend weeks in the country, three in the Westfjords, of which the students will spend two with local families.

The Academic Director (AD) will be the main person responsible for the program this summer, but needs an assistant who works closely and reports to the AD. The responsibilities of the assistant include academic guidance and tutelage of the students, administrative and organizational assistance when needed, as well as ensuring the students welfare at any time. The assistant needs to be flexible and prepared to be available 24/7 if needed.

We are looking for a person with an academic background who can match the contents of this program, whether a graduate in environmental studies/management, economics, engineering, etc. The main working period would be in June and July but some assistance and input will be required prior to the program. Good English language skills are necessary; skills in Icelandic are preferred.

Pernilla Rein, project manager at the University Centre acts as a part time coordinator for the program. The recent Academic Director – Astrid Fehling – will appoint the assistant and happily answers all arising questions.

For any questions don't hesitate to get in touch with us!
Astrid, astrid.fehling@sit.edu or Pernilla, pernilla@uw.is