

SIT Study Abroad

a program of World Learning



SIT STUDY ABROAD ICELAND

PROGRAM ASSISTANT

The **Program Assistant** provides ongoing administrative and logistical support to the Academic Director (AD) and works closely with him/her and other members of the staff to facilitate the smooth functioning of the program and program office.

REPORTS TO: Academic Director

LOCATION/PROGRAM: Isafjordur, Iceland, Climate Change and the Arctic

START DATE: Negotiable, around December 2016

TYPE: Full Time, Indeterminate

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in a related field or its equivalent required;
- 2 - 5 years of experience working in an educational or non-profit setting, preferably in a position of responsibility for students' well-being and safety (combination of education and experience may be considered).

REQUIRED QUALIFICATIONS:

- Ability to communicate effectively in English and Icelandic;
- Experience in office administration and human resource management;
- Ability to maintain a high level of accuracy in preparing and entering information;
- Good organizational skills - must be able to manage multiple assignments simultaneously;
- Financial skills to account for program petty cash and other related tasks as assigned;
- Excellent interpersonal and team building skills;
- Strong analytic skills, strategic thinking, and problem-solving ability;
- Excellent written and verbal communication skills in Icelandic and English;
- Possess cultural awareness and sensitivity;

- Be flexible and demonstrate sound work ethics;
- Ability to work independently as well as with a team;
- Demonstrates a strong attention to detail and high level of accuracy;
- Demonstrates the capacity to manage changing priorities and ambiguity while remaining calm and controlled;
- Communicates a "can do" attitude and positive outlook, minimizing negative behaviors;
- High level of proficiency with Microsoft Office and other computer applications.

Must be willing and able to travel on program excursions as determined by the academic director. Excursions may range from one day to several weeks as required.

SPECIFIC RESPONSIBILITIES

- Collaborate with the AD and other staff in the planning of the semester program;
- Create and maintain system of organization (including an electronic and physical filing system) for all paperwork for the SIT Study Abroad program, and maintain confidentiality and security of program, student, and employee documents at all times;
- Maintain student and program files including list of homestay families with corresponding contact information as well as contact list for students during the ISP period;
- Oversee program library and maintain electronic program files, including, but not limited to electronic inventories of library volumes and program property;
- Compile and prepare appropriate program materials per AD instructions;
- Proactively update, edit and disseminate program materials for reference by other staff;
- Maintain program calendars throughout each semester;
- When necessary, accompany students to medical appointments;
- Organize receptions and other special events (reserve space, negotiate prices and menus, issue invitations, etc.) in consultation with the AD;
- Serve as a point-of-contact for the students in regards to visa renewal and reimbursement, student stipends, phone, etc.;
- Manage and track petty cash and other finances as required;
- Assist in organization and operation of site visits;
- Participate in training as assigned;
- Provide guidance and information on local culture;
- Carry out other miscellaneous tasks as assigned.

Please send cover letter and CV to Ragnar Honeth at ragnar.honeth@sit.edu before September 15, 2016.