



SIT STUDY ABROAD, ICELAND
SUMMER 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.

PROGRAM: Iceland: Renewable Energy, Technology, and Resource Economics
(<https://studyabroad.sit.edu/programs/summer/summer-2018/ice/>)

REPORTS TO: Academic Director

TERM OF EMPLOYMENT: 28 May 2018 – 10 August 2018 (10 weeks), full time

TO APPLY: Submit a Curriculum Vitae and cover letter to David Timmons at:
david.timmons@sit.edu

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent preferred.
- Experience working in an educational or non-profit setting, preferably in a position working with undergraduate students.

REQUIRED QUALIFICATIONS:

- Experience in office administration;
- Ability to maintain a high level of accuracy managing information;
- Good organizational skills; must be able to manage multiple assignments simultaneously;
- Financial skills for program accounting;
- Excellent interpersonal skills;
- Written and verbal communication skills in English, Icelandic language ability preferred;
- Cultural awareness and sensitivity;

- Flexibility and demonstrated sound work ethics;
- Ability to work independently as well as with a team;
- High level of proficiency with Microsoft Office.

Must be willing and able to travel with group on program. During the 7-week program, approximately two weeks will be spent in Ísafjörður, 3 weeks in Reykjavík, and two weeks in other locations. Program Assistant will reside in student accommodations when program is not in Ísafjörður.

SPECIFIC RESPONSIBILITIES

- Collaborate with the AD and other staff in the planning of the summer program, including arrangements for group travel, accommodations, etc.
- 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;
- Compile and prepare appropriate program materials per AD instructions;
- Proactively update, edit and disseminate program materials for reference by other staff;
- Maintain program calendar throughout summer program;
- 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 for student stipends, phone, etc.;
- Manage and track petty cash and other finances as required;
- Provide guidance and information on local culture;
- Carry out other miscellaneous tasks as assigned.