

VACANCY

Assistant Administrator for Academic Office

The Institut Barcelona d'Estudis Internacionals (IBEI) is looking for an Administrative Assistant to join the Academic Office, with experience in academic and administrative processes related to the institution's official degrees, as well as in providing support to students and faculty.

This is a maternity leave replacement.

Main tasks:

- Academic management: processes related to official degrees, from student enrolment to the issuance of diplomas.
- Files and enrolments management: tracking academic records, monitoring enrolments, and updating databases.
- Teaching organization: Preparation and monitoring of the academic calendar, application of academic regulations, and coordination of the use of specialized software for managing teaching.
- Student and faculty support: Resolving inquiries, assisting and providing support on administrative and academic matters, acting as a liaison between both groups.
- Organization of complementary academic activities.

Requirements:

- Academic background: university degree in social sciences.
- Previous experience: experience in a similar role.
- Technical skills: experience with specific enrolment and file management software is valued, as well as knowledge of academic management software and virtual teaching platforms.
- Languages: high level of English, Spanish, and Catalan.
- Competencies: excellent organizational skills, ability to work independently and in a team, attention to detail, and customer-oriented (students and faculty).

We offer:

- Integration into a dynamic team within an internationally renowned academic institution.
- A collaborative and multicultural work environment.

Location: Barcelona, Spain.

Work hours: Full-time (37.5 hours per week).

How to apply?

Interested candidates must complete the [application form](#) before **December 9, 2024 (inclusive)**. The current CV should be included.

INSTITUT BARCELONA D'ESTUDIS INTERNACIONALS (IBEI)

The Institut Barcelona d'Estudis Internacionals (IBEI) is an inter-university institute, created in 2004, to promote postgraduate training and research in politics and international relations. Aiming to advance the understanding of global challenges facing the world, IBEI is a centre of academic excellence that combines outstanding research with high-quality teaching and career development opportunities. Located at the crossroads between Europe, the Mediterranean and Latin America, Barcelona provides a unique environment to ponder the intricacies of governance, development and security on a global scale.

IBEI is an equal opportunities employer. **IBEI holds the HR Excellence in Research distinction from the European Commission**, which recognises the institute's efforts to create a stimulating and favourable work environment and its commitment to continuously improve human resources policies. IBEI is committed to Open, Transparent and Merit-based recruitment of researchers.

More information about IBEI at www.ibei.org

