### IES Abroad Barcelona Center

<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th><strong>Academic Affairs Specialist (permanent position)</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Full-time</td>
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<tr>
<td><strong>Schedule</strong></td>
<td>40 h per week plus additional commitment to travel on weekends</td>
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<tr>
<td><strong>Start date</strong></td>
<td>November 2017 (permanent)</td>
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<tr>
<td><strong>Location</strong></td>
<td>Barcelona</td>
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#### Summary of position

The post-holder will be a member of the academics team, with primary responsibility for managing the department’s academic resources (library materials, case studies, student agendas, syllabi, Moodle page layouts). The post-holder will also be in charge of managing attendance monitoring and application of the attendance policy as well as the correct input and management of grades throughout the program cycles. The post-holder will also take part in the common activities of the members of the Academics Department, and the team as a whole, including advising incoming and current students on their academic options and responsibilities.

#### Experience & Qualifications/Skills

**EXPERIENCE/QUALIFICATIONS REQUIRED**

- Experience working at a university
- Competent knowledge of written and spoken English, Spanish and Catalan.
- Experience living abroad, preferably in the US
- Working knowledge of MS Office and Moodle

#### Education Licenses and/or Certifications etc.

**EDUCATION REQUIRED**

College Graduate in any discipline

#### Working conditions/Environment

The academic team is very dynamic and the duties and tasks are largely seasonal. During the months of November to January, March, and June to September, the advisors work with the students on-line to finalize class schedules. Once students are onsite, advisors participate in all departmental activities; ranging from extracurricular activities to attending some class-based activities. Some of these may require the advisors to work over a weekend.

#### Disclaimer

This job description reflects management’s assignment of essential functions; and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time. The duties above are not to be considered a complete list of duties and responsibilities assigned to this position.

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Last updated: [09/27/2017]