

JOB DESCRIPTION

Housing Coordinator Assistant

About Barcelona Study Abroad Experience (SAE)

The mission of [Barcelona SAE](#) is to provide superior quality study abroad and internship options in Barcelona that incorporate a strong intercultural element for our students. All aspects of our programs incorporate experiential learning and cultural immersion in order to open the eyes of the next generation of leaders to a global world. It is our hope to attract staff members committed to these same goals.

Position Details

Position Title: Housing and Student Services Coordinator Assistant
Location: Barcelona and surroundings
Hours: Full-Time, 39h/week
Type of contract: Temporary contract
Dates: November 26th 2018 - July 30th 2019

This position is part of a team of experienced professionals at Barcelona SAE who work collaboratively to provide the best study abroad, internship and customized programs in Barcelona. This position is a perfect fit for a driven, creative, and energetic young professional or recent graduate.

Required Qualifications & Skills

- Excellent communication skills
- Ability to compile data and develop reports
- Interest in working with college students in an international environment
- Problem-solver, well-organized, patient, good listener, flexible and ability to multitask in fast paced environments
- Confidentiality undertaking and discretion
- Creativity approach
- Excellent knowledge of Barcelona
- Experience managing groups
- International experience (participation in an exchange program or similar)
- 2-5 years previous experience in customer service, administration and problem solving
- Fluency in English and Spanish, high level of Catalan is a bonus
- Strong computer skills (MS Office, Google Docs)
- Knowledge of Form programs (ie. Typeform, LimeSurvey, etc)

Job Responsibilities

Assist in coordinating the Housing department:

- Problem resolution in housing issues
- Making apartment/homestays visits during the semester
- Assist in coordinating apartments/homestays visits and contracts
- Assist in preparing housing payments & deposits
- Assist improving the process and quality of the Housing department

Assist with the Health and Safety department:

- Being part of the Emergency Phone shift
- Assist in maintaining the incident report up to date
- Assist in coordinating student visits to hospitals and clinics
- Assist in improving the emergency content for students and procedures for staff

Other tasks include:

- Prepare materials for the office, and for the participants
- Help in Accounting and Logistics and other departments when necessary
- Preparing, organizing and delivering orientation and professional workshops
- Leading students groups during cultural activities (in Barcelona and in other Spanish cities)

Compensation and Benefits

- Fun, interactive and dynamic environment
- Energetic and entrepreneurial team
- Frequent staff gathering: after-works, all staff meeting, meals with staff and students and team building activities
- Creative space, always open to new ideas
- Extra hours from activities are compensated
- Wellness Benefit
- Professional Development opportunities
- Possibility to travel around Catalonia and Spain
- Competitive salary

How to Apply

- Please submit your cover letter and CV in PDF format, and two references to Sol Alonso, Senior Housing Coordinator (sol@barcelonasae.com) and Elena Villaescusa, Assistant Onsite Director (elena@barcelonasae.com)
- Please put "Housing Coordinator Assistant" in the subject line
- It is encouraged that only candidates who meet all the criteria apply
- Qualified candidates will be contacted (no phone calls, please)
- Application deadline is November 16, 2018 or until position is filled
- The interview will be conducted in English, Spanish and Catalan