Program Coordinator
for Study Abroad Programs
Florida State University London Study Centre
c. £22,000 p.a.

The FSU London Study Centre is looking for a university graduate with organizational and administrative skills to act as Program Coordinator on our dynamic team. Our facility houses a major American university study abroad programme, as well as several other institutions that make use of our classrooms, office space, computing and library facilities, and student housing. The coordinator would organize the FSU London programme, which hosts approximately 500 university students throughout the year.

The role of Program Coordinator is varied and diverse, and requires someone who has excellent organizational skills, and who is flexible and dynamic in their approach. The Program Coordinator is primarily responsible for planning and implementing the social-cultural events calendar, as well as liaising with faculty to plan and coordinate class-related field trips and events. He or she will also be responsible for several specialized programmes, including university summer schools, and for liaising with our building management company.

Key to this role is an understanding of the unique problems and experiences that students have when studying overseas, so any experience in this regard will be a definite asset. As much of the programme coordinator’s work will involve planning trips and excursions, a real appreciation of what London has to offer, and an enthusiasm about sharing this with foreign university students is crucial to success in the position. The candidate should also possess an understanding of the American university educational system. Demonstrable organizational ability and administrative flair are essential, as are good IT skills.

Qualities essential for this post:
- Educated to at least first-degree level
- Administrative experience
- Some counselling/pastoral experience, preferably with university students
- Enthusiasm for event planning and social/cultural trips
- IT skills – Microsoft Office, Email, Web-based skills
- Demonstrable experience of project management/planning whilst working within tight budgets
- Knowledge of the American university educational system
- Willingness to work flexible hours
- Ability to work collaboratively within an office environment, but also to work independently on projects

Desirable qualities:
- Administrative experience in Higher Education
- Experience of working with American students
- An understanding and appreciation of “Study Abroad”
- Experience of financial administration procedures
- Some knowledge of web design
- Enthusiasm for and knowledge of London
- Some knowledge of Florida State University and FSU International Programs

Interested parties should send a c.v. and cover letter via email to Ms Elaine Breckenridge, Assistant Director: ebreckenridge@admin.fsu.edu by 30 June 2006.