



Position Title	Student Life Program Coordinator - Prague
Status	Full-time for Fall term, eligible for extension
Location	Prague, Czech Republic (No visa or work authorization sponsorship; no relocation support)
Supervisor:	Director of Prague Programs
Anticipated Start	1 August 2024

Salary and Benefits

The monthly salary for this position will be equivalent to 2000 USD paid in CZK.

- An additional bonus is available for work-related travels.
- A public transport pass in Prague is provided.
- Our typical work week is 32 hours, but flexibility is needed for some evenings and weekends.
- Generous Paid Time Off and holidays

Position Description

The Student Life Program Coordinator (SLPC) will assist with program logistics and student issues. In addition, the SLPC will assist with office responsibilities, program activities and excursions.

The SLPC will work with the Director of Prague Programs, Director of Academics, Program Coordinators and students. Although the SLPC reports to the Director of Prague Programs, tasks may be given by the rest of the Prague staff when necessary.

The ideal candidate possesses attributes of flexibility, enthusiasm, and dedication. Candidates are advised that this is a time-consuming, challenging role.

This position description is considered a guide and should not be considered exhaustive. The SLPC is responsible for undertaking all tasks necessary for the smooth and successful operation of our programs. This will be a full-time position for the fall term in Prague and may be extended to the spring semester.

What you will do...

Responsibilities include but are not limited to:

Program Operations and Support

- Assist with orientation preparation and execution.
- Assist with management of all program facilities including the student apartments and CET Center
- Provide support for the Director of Academics throughout the semester.
- Assist with handling student housing requests and attend to housing-related problems when necessary.
- Serve as the CET Center front desk person.
- Assist with student activities each week throughout the term.
- Attend all group meals and activities.
- Manage the CET library.
- Assist faculty and other staff with designing and executing course-related field trips and overnight trips.
- When required, attend the overnight trips and field trips.
- Help with on-site emergencies as they occur.
- Assist other groups using CET's facilities as needed.
- Update on social media accounts for the program.

Teach/Counsel

- Serve as a language and culture resource to students.
- Maintain office hours and counsel students as needed.
- Be on call when necessary for emergencies.

Serve as a Liaison

- Communicate with CET's US-based Czech Republic team through daily emails when necessary.
- Assist with submission of periodic reports and evaluations on the status of the program.
- Represent CET to all on-site visitors.

We're looking for...

- Bachelor's degree, in any field
- Strong general admin skills and attention to detail
- An ability to set and manage conflicting priorities, work efficiently in a fast-paced environment, and complete multiple projects under time pressure
- Experience with Microsoft Office tools (Word, Outlook, Teams, and especially Excel)
- Preference for at least 1 term (4 months) working experience in Prague
- Some experience working with college students – either professionally or as a student
- Knowledge of some Czech is welcomed but not necessary or expected
- Patience, flexibility, positive attitude, and a sense of humor

To Apply

Qualified candidates should complete our [application form](#) and upload the following materials:

- Cover letter
- Résumé

In the [application form](#), select “Student Life Program Coordinator – CET Prague” from the drop-down menu.

Application deadline: We encourage applicants to send their materials as soon as possible and before our final deadline on **May 13 2024**.

Applications missing any of these components will not be considered. The successful completion of a background check, including professional references, is required for this position. Proof of eligibility to work in Czechia is also required.

To all recruitment agencies, CET/ATA does not accept agency resumes. Please do not forward resumes to CET/ATA employees or any other company location. CET/ATA is not responsible for any fees related to unsolicited resumes.

Our Commitment to Diversity

At CET Academic Programs and its parent company, Academic Travel Abroad, Inc. (ATA/CET), we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to benefit by enriching our stakeholders and ourselves. CET/ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information, or any other protected characteristic under applicable law.

If you have a special need that requires accommodation, please let us know.

Description of the Organization

CET Academic Programs is a study abroad organization that has been developing and operating innovative educational programs abroad since 1982. Originally “China Educational Tours,” CET began operations in Beijing, later expanding to other locations around the world. Today, CET offers a varied portfolio of semester, summer, and customized programs around the world for college students.

CET is known for strong academics, professional program management, a nimble and collaborative approach to partnerships, and supportive student services. Through elements such as field-based course components, internships, and housing with local roommates, CET strives to integrate students into the local community and facilitate lasting relationships with hosts. Through its commitment to equity and inclusion, CET seeks and encourages the participation of students from diverse backgrounds and strives to create program environments that foster critical thinking and an appreciation of difference. And as an environmentally conscientious organization, CET aims to adopt sustainable measures across its operations.

CET's parent company, Academic Travel Abroad, Inc. (ATA) is an educational travel provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. Operating since 1950, ATA believes in celebrating and learning about diversity of people and cultures through travel and education. Our educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, NPR, Hearst, Zagat, Yale Alumni Academy, and the Massachusetts Institute of Technology. In this capacity, we are frequently the "brand behind the brand". ATA also facilitates professional delegation travel in the fields of health, education, and law.