

Learn International
November 2016

Position Title: Group Coordinator I - Seasonal

About the company

Learn International was established in 2013, after a group of individuals came together to discuss how to develop study abroad programming that is affordable, equitable, and accessible for all students. We are 100% Irish-owned with offices based just outside Dublin City, in the County of Kildare, Ireland. Our Irish and American team of vibrant people are passionate about international education and fostering global citizenship in the leaders of tomorrow through innovative program development and delivery.

Learn International coordinates Customized Faculty-led programs for student groups who visit Ireland with their faculty. These programs facilitate on-site coordination and assist faculty and students visiting Ireland from two to twelve weeks at a time beginning in April 2017. For more information please visit our website:

<http://learninternational.ie/programs/customized-programs-student/>

Position Description

Learn International is seeking motivated individuals with an interest in the field of international education to assist with our short-term study abroad programs during the months of April-August 2017. The candidate will be overseeing university age students and teaching faculty groups in various locations around Ireland. The candidate will be passionate about education, dedicated to student learning and cross-cultural exchange.

The ideal candidate will be comfortable leading a group, managing logistics, staying attuned to group dynamics, overseeing health and safety or emergency situations, while maintaining logistics of the group. They will be flexible and adapt to change quickly and fluidly. The candidate will be able to work autonomously and as a team with excellent problem solving skills. The candidate is able to maintain a professional demeanor at all times and especially times of stress.

This position requires the candidate to travel with their assigned group and will require staying in hostel, hotel or BB type accommodation with students for up to four weeks at a time.

This candidate will report to the Operations Coordinator.

Requirements to Apply

- Bachelor's degree or equivalent in experience in: International Education, Higher Education, Tourism, Event Planning or Social Sciences.
- Up-to-date Manual Handling certificate
- Access to reliable mobile phone
- Access to reliable transport and/or 'clean' driver's license with access to a vehicle
- Legal right to work in Ireland with a current passport
- Excellent verbal and written communication skills
- Moderate to advanced computer skills and literacy
- Experience with Microsoft Office, Google products, and social media outlets

Preferred Qualifications

- Experience studying abroad and learning abroad
- Up-to-Date CPR and First Aid training

Project wages

- Based on experience

To Apply

Please submit an up-to-date Curriculum Vitae, Cover Letter and **three** references (Title, Relationship, email and telephone contact information) to Paul Maher, Operations Coordinator at: operations@learninternational.ie.

Application for employment is open until filled.