



International Student Coordinator

Pay & Benefits Salary and bonuses

Type Full time,
Permanent

Reference Student Coord.

Study Nelson Ltd is an International Education Agency bringing young people from Europe to New Zealand for exceptional international education experiences.

We are seeking a native German speaking individual to bring a young perspective to our team. The role encompasses the coordination and administration of a programme for international secondary school students, incl.

- introductory seminars.
- activities and meetings with students.
- communication & liaison with host families and schools in New Zealand and with parents in a German speaking country.
- administrative tasks and database management.
- projects

The International Student Coordinator will be an enthusiastic and fun person with a well developed common sense who brings loads of initiative and energy to the role. It is vital that you genuinely enjoy relating to people, especially teenagers. At the same time the role requires administrative competencies, the ability to multi-task and highly developed attention to detail.

The successful candidates will be working within our team of dedicated professionals and will have the following skills and attributes:

- Native German speaker with fluent English skills (both spoken and written).
- A formal qualification and/or experience in international education, social work, teaching or work with teenagers.
- Highly organised team player with energy, initiative and drive.
- Sound administration skills and the ability to multi task.
- Competent in using online media & communication programmes (Facebook, Snapchat, Instagram etc)
- Outstanding communication skills & the ability to relate easily to teenagers and adults alike
- Experience with the German and/or NZ education system are desirable
- Must be able to work outside office hours at times
- Experience in managing projects an advantage.

We'd like to hear from you if you:

- tick all the above boxes
- hold a valid residency or work visa (NOT suitable for working holiday visa)
- are committed to living in Nelson for the long term

Applicants for this position should have NZ residency or a valid NZ work visa.