



Position Title	Program Coordinator, CET Barcelona
Department	CET Programs
Status	Full-time
Work Location	Barcelona, Spain
Supervisor	Director of Italy and Spain Programs
Target Start Date	Spring 2025

Description of the Position

This position is hired in Spain by Italica Academy Spain, S.L., the partner organization of CET Academic Programs (CET) and Academic Travel Abroad, Inc. (ATA). Established in 2024, Italica Academy Spain specializes in operating educational programs in Spain. Salary and benefits for this position will be outlined in the contract with Italica Academy Spain. Salary will be commensurate with experience.

The Program Coordinator (PC) supports all facets of the CET Barcelona programs, with emphasis on facilities management and operations. The PC is primarily responsible for managing the build-out and ongoing management of the CET Center, including classrooms, offices, and student lounge. The management of the CET Center will involve cleaning, maintenance, utilities, and technology. This position also serves as the key liaison to the housing residence and prepares for student arrivals while managing issues and ultimately promoting a residential experience that promotes academic and personal growth, as well as a meaningful connection with local people.

In addition to these areas of focus, the PC actively participates in ensuring student success by contributing to many program components, such as orientation, health and safety, student advising, and activity planning. The PC may support custom and faculty-led programming in addition to CET's standard program.

CET Barcelona is a new program and as such, the work pace and environment will be fast-paced, dynamic, and highly collaborative. All team members are expected to support one another and remain open and flexible to pivoting as priorities shift.

Attributes of the ideal Program Coordinator candidate are organization, project management, flexibility, dedication, and enthusiasm for working with students and for the field of study abroad.

What you'll do...

Program Coordinator responsibilities include but are not limited to the following:

Housing & Facilities Operations, Policies and Procedures

- Identify, vet, and secure suitable student housing
- Serve as primary contact for housing/residence agencies
- Create student housing assignments
- Assist with student arrivals and check-in/check-out processes
- Coordinate with the housing residence agency to deliver housing orientation
- Manage the setup, renovation, and ongoing maintenance of the CET Center
- Manage cleaning, utilities, technology, and equipment in the CET Center
- Coordinate room reservations and schedules in the CET Center
- Adhere closely to CET policies and procedures
- Contribute to annual emergency audit

Student Advising and Support

- Contribute to program orientation and serve as an ongoing linguistic and cultural resource
- Maintain high levels of visibility and accessibility to students via regular office hours, communication, and a welcoming demeanor
- Support and attend student activities and excursions, including during evenings and weekends when necessary
- Respond to emergencies and incidents, managing messaging and communication while collaborating with on-site and US-based staff
- Be on call 24 hours a day, 7 days a week for emergencies, when necessary

Collaborating with Staff

- Collaborate closely with resident staff to deliver a strong student life experience
- Collaborate closely with academic staff on student issues that might be both academic and personal
- Maintain close working relationships through regular office hours, weekly meetings, and effective written and verbal communication

Communicating with Headquarters

- Maintain close communication with headquarters regarding any student, partner, or staff issues that arise
- Review student reports and file detailed incident reports when necessary
- Offer effective responses to issues identified in program evaluations
- Complete annual review and update of program database

We're looking for...

- Bachelor's degree, in any field
- Unrestricted European Union or Spanish work authorization
- Experience living, working, and/or studying in Spain, preferably in Barcelona

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- Advanced proficiency in Spanish and English, proficiency in Catalan preferred but not required
- Excellent time management skills and ability to manage conflicting priorities
- Ability to establish and maintain positive professional relationships and communicate effectively with colleagues, students, and staff
- Ability to take initiative and use good judgement when solving problems
- Experience with Office 365 (Word, Excel, PowerPoint, Outlook, Teams)
- Experience with Salesforce or other CRM platform preferred
- Experience with project and office management a plus
- Cultural sensitivity and a commitment to Justice, Equity, Diversity, and Inclusion
- Experience advising or mentoring students preferred, but not required
- Willingness to wear different hats and occasionally work irregular hours
- Patience, flexibility, positive attitude, and a sense of humor

To Apply

Please include your resume with a cover letter to our [application form](#). In the [application form](#), select “Program Coordinator - CET Barcelona”. Applications missing any of these components will not be considered.

The successful completion of a background check, including three professional/academic references, is required for this position.

Application deadline: We encourage applicants to send their materials as soon as possible and before our priority deadline on **21 April 2025**.

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

Our Commitment to Diversity

At ATA/CET and our partners, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. ATA/CET 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 disability or 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 across the globe. Today, CET offers a varied portfolio of semester, summer, and customized programs around the world.

CET is known for strong academics, professional program management, a nimble and collaborative

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approach to partnerships, and supportive student services. Through elements such as field study 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, we believe 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.