



**MISSION**  
**INTERUNIVERSITAIRE DE**  
**COORDINATION DES**  
**ECHANGES**  
**FRANCO-AMERICAINS**

44 rue Boissonade - 75014 PARIS -FRANCE - Tél. +33 (0)1 40 51 76 96 -Fax. +33 (0)1 44 07 18 10 - **e-mail:** info@micefa.org

**REPLACEMENT MATERNITY LEAVE – SUMMER PROGRAMS**

The Summer Program Coordinator is a full-time position, located in the 14th arrondissement of Paris, and reports to MICEFA Coordinators and Directors. The Summer Program Coordinator must work closely with MICEFA's Academic Director and Student Affairs Coordinator to manage all of MICEFA's Summer Programs and oversee administrative tasks for outgoing students.

**PROFILE REQUIREMENTS**

- Native English speaker preferred (written and spoken French essential)
- Undergraduate Degree (North America), BAC + 2/3 (France)
- Must have valid working papers for the EU
- Some previous experience in the study abroad or international education field
- Responsible, strong work ethic and ability to work with others
- Very strong ability to relate to others and handle difficult situations
- Strong sense of organization, ability to multi-task and be autonomous
- Ability to understand the needs of study abroad students and faculty
- Available to work certain weekends and evenings
- Knowledge of Microsoft Office and Mac proficient (Web Design through WordPress is a plus)
- Basic accounting skills a plus

**Summer Programs**

- Run simultaneous summer programs
- Confirm and manage reservations for activities and housing
- Manage program budgets and payments
- Organize and conduct student orientations
- Compile, create and send Summer program students' transcripts
- Accompany faculty-lead program professors
- Accompany students on excursions and events
- Help students with adjustment to life in France, resolution of problems
- Creation of program satisfaction summary for students and compile feedback report

**MICEFA Events**

- Finalize organization of a scholarship ceremony for outgoing students
- Oversee scholarship ceremony
- Submit report about scholarships to Embassy
- Assistance in the execution of International Faculty Seminar in June

**Administrative tasks**

- Update database (FileMaker Pro)
- Supervise interns
- Participate in maintenance of 24H/7 emergency cellphone (shared between staff)
- Process French student transcripts
- Help outgoing French students with their university applications
- Distribute visa documents to outgoing French students – and guide them in the visa process

**TYPE OF CONTRACT**

- CDD Maternity Leave Replacement Contract (minimum 4 months) 2 weeks-trial period beginning May 2019

**SALARY**

- To be determined according to candidate's experience.

**If interested, please send your resume and cover letter to [programcoordinator@micefa.org](mailto:programcoordinator@micefa.org)**