

# Job Announcement

## Program Assistant

### Iceland: Renewable Energy, Technology, & Resource Economics

Reports to: Academic Director, Iceland

Salary: 1.3 million ISK (salary commensurate with experience and geographic location)

Anticipated Start Date: May 2024

Term of Employment: 3- 4 months

Apply by: March 1, 2024

Base of Designation/Remote Eligible: Iceland, multiple locations

World Learning/SIT Study Abroad Iceland seeks a Program Assistant to provide ongoing administrative, programmatic and logistical support to the Academic Director (AD). The Program Assistant will work closely with the AD and other members of the staff to facilitate the flow of information, appropriate documentation, and the smooth functioning of program activities.

The focus of SIT Study Abroad's six-week summer study abroad programs in Iceland is Renewable Energy, Technology, and Resource Economics. This program follows the SIT summer program model, focusing on experiential learning to complement classroom instruction. Candidates are strongly encouraged to visit this program's web pages before they send their application material.

<https://studyabroad.sit.edu/programs/locations/country-landing?country=Iceland>

**This opening is for Track 2. Dates: June 16 – July 29, 2024.**

#### Responsibilities

- Collaborate with the AD and other staff in the planning of the summer program;
- Compile and prepare appropriate program materials per AD instructions;
- Pay vendors and ensure financial transactions are up to date on SIT financial reporting system;
- Proactively update, edit and disseminate program materials for reference by other staff;
- When necessary, accompany students to medical appointments and provide overall student support services;
- Organize receptions and other special events (reserve space, negotiate prices and menus, issue invitations, etc.) in consultation with the Academic Director;
- Serve as a point-of-contact for the students in regards to student stipends, phone and locker deposits
- Maintain confidentiality and security of company, student and employee documents at all times;

- Assist in organization and operation of site visits. Participate in site visits, field projects and excursions;
- Ability to travel with the group during the 6-week program;
- Provide guidance and information on local culture. Serve as a point-of-contact for students throughout the scheduled program;
- Participate in training as requested;
- Other relevant tasks as assigned.

## REQUIREMENTS

### Required Experience/Education:

- Equivalent education/experience can substitute for all required qualifications
- Bachelor's degree (B.A./B.S.) or equivalent
- 2 - 5 years of administrative and programmatic experience in an educational or non-profit setting or equivalent;
- Applicants must be authorized to work in the location where this position is offered;

### Required Skills:

- Solid written and verbal communication skills in English;
- Good organizational skills - must be able to manage multiple assignments simultaneously;
- Excellent interpersonal and team building skills;
- Strong analytic skills, strategic thinking, and problem-solving ability;
- Possesses cultural awareness and sensitivity;
- Flexible and demonstrates sound work ethics;
- Ability to work independently as well as with a team;
- Demonstrates a strong attention to detail and high level of accuracy;
- Demonstrates the capacity to manage changing priorities and ambiguity while remaining calm and controlled;
- Communicates a "can do" attitude and positive outlook, minimizing negative behaviors;

## THE WORLD LEARNING INC. FAMILY

For more than 90 years, World Learning Inc. is a thriving global organization made up of The Experiment in International Living, the nation's most experienced provider of international education through exchanges for high school students; School for International Training, offering accredited undergraduate study abroad programs through SIT Study Abroad and internationally focused master's degrees through SIT Graduate Institute; and World Learning, a global development and exchange nonprofit organization.

World Learning | [worldlearning.org](http://worldlearning.org)

World Learning has worked to create a more sustainable, peaceful, and just world. World Learning's education, development, and exchange programs help people find their voices, connect with their communities, strengthen the institutions that form the backbone of a democratic society, and build relationships across cultures. With World Learning's support, these emerging leaders tackle critical global issues like poverty, conflict, and inequality.

The Experiment in International Living | [experiment.org](http://experiment.org)

The Experiment in International Living is the nation's most experienced provider of international education through exchanges for high school students. For more than 90 years, The Experiment has empowered young people to step off the beaten path, experience the world as a classroom, immerse themselves fully in another culture, and build the knowledge and skills needed to confront critical global issues.

SIT | [sit.edu](http://sit.edu)

School for International Training (SIT) was founded in the early 1960s as a training center for the first Peace Corps volunteers. For nearly 60 years, SIT has prepared students to be effective changemakers and global citizens through experiential education focused on the world's most critical global issues. SIT Study Abroad offers accredited summer and semester undergraduate programs in Africa, Asia and the Pacific, Europe, Latin America, and the Middle East, as well as comparative programs on multiple continents. SIT Graduate Institute offers global and hybrid certificates, master's, and doctoral degrees.

An organizational commitment to diversity, equity, inclusion, and access.

*We are a globally diverse community of staff, faculty, board members, alumni, students, and participants who believe that inclusive and equitable practices are at the heart of a peaceful and just world. Each of us strives to honor diverse voices and lived experiences, examine our own biases and privileges, actively work to address inequities in our structures, and foster a community of open dialogue. We are committed to acting with accountability, transparency, reciprocity, authenticity, and empathy.*

*World Learning is an equal employment opportunity/affirmative action/veterans/ADA employer, committed to increasing the diversity of its workforce.*