Position Title	Assistant Program Coordinator, CET Barcelona
Department	CET Programs
Status	Full-time, 6-month contract
Work location	Barcelona, Spain
Supervisor	Resident Director
Target Start Date	November 2026

Description of the Organization

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.

The Assistant Program Coordinator (APC) supports the day-to-day operation and delivery of the CET Barcelona program. The APC provides administrative, academic, logistical, and student-facing support, working closely with onsite staff to ensure that the program runs smoothly and that students receive a welcoming, responsive, and supportive experience.

CET Barcelona is a new and student-centered 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 Assistant Program Coordinator are organization, flexibility, dedication, and enthusiasm for working with students and for the field of study abroad.

Responsibilities

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

Program Operations & Implementation

- Support the day-to-day operations of the CET Center, including reception, preparing spaces, running errands, and addressing operational needs.
- Support the planning and implementation of arrivals, orientation, activities, excursions, and other program events, including occasional evening and weekend activities.
- Assist with housing planning and coordinate with the Housing Residences to address and resolve housing-related issues throughout the program.
- Provide administrative, logistical, and technical support to academic staff.

Student Advising and Support

- Serve as a welcoming linguistic and cultural resource for students.
- Maintain regular communication with students and contribute to a positive, inclusive, and supportive program environment.
- Participate in weekly student activities and monthly excursions as required to support student engagement and program success.
- Participate in the emergency response rotation, with 24-hour, seven-day-a-week availability throughout the assigned rotation and respond to student emergencies in accordance with CET policies and procedures.
- Maintain appropriate communication and documentation regarding significant student concerns and coordinate follow-up with relevant staff.

Communicating with Headquarters

- Maintain timely and appropriate communication with Headquarters regarding student or program issues that require their attention.
- Communicate relevant program updates, concerns, and incidents in accordance with CET policies and procedures.

Expected Workload and Availability

The expected workload is 36 hours per week.
The position requires high flexibility in scheduling to meet program needs.
The role is based on-site and is not remote.

Requirements

- Bachelor's degree.
- Unrestricted EU or Spanish work authorization.
- Experience living, working, and/or studying abroad, preferably in Barcelona.
- Currently based in Barcelona city.
- Advanced proficiency in both Spanish and English; Catalan is preferred but not required.
- Excellent organizational, time-management and communication skills, with the ability to manage multiple and sometimes competing priorities.
- Initiative, sound judgment, and the ability to respond effectively and calmly to unexpected situations and operational needs.
- Proficiency with Microsoft Office 365, including Word, Excel, PowerPoint, Outlook, and Teams.
- Working knowledge of Canvas or another learning management system (LMS).
- Comfort working with classroom technology and troubleshooting basic technical issues.
- Cultural sensitivity and a commitment to Justice, Equity, Diversity, and Inclusion.
- Willingness to take on a variety of administrative, academic, student-facing, and operational responsibilities as needed.
- Patience, flexibility, a positive attitude, and a sense of humor.

Applicants are invited to send their CV and Cover Letter to cetspain@cetacademicprograms.com by November 20th.