



ENGLISH TEACHER TRAINING COLLEGE

Admissions Officer (40 Hours) Vorchdorf

Organisation Profile

The English Teacher Training College and its associated Bilingual Classroom Initiative (ABCi) is a not-for-profit Austrian College based in Vorchdorf and Vienna with a dual mission: Firstly, as a college, to provide a practical education in teacher training for student teachers from the English-speaking world based solely on the candidate's academic merit. Secondly, as a charity outreach, to promote language learning, cultural exchange and foster understanding between English-speaking countries and Austria by bringing hundreds of teachers from England, Scotland, Wales, Ireland, America, Canada, New Zealand and Australia into Austrian classrooms to reach every child with a free English project by the year 2020. As the College is growing there are several vacancies right now: <http://www.english-teacher-college.at/jobs/>

Duties

The job involves overseeing the work of the College Admissions department.

Responsibilities include:

- **ADMISSIONS:** Oversee the Admissions process for Student Teachers.
- **RECRUITMENT AND MARKETING:** Overseeing the recruitment of sufficient high quality Student Teachers
- Oversee the College's Social Media channels
- Maintain communications through telephone and email with potential applicants, candidates and accepted Student Teachers; answering queries about the course, the application procedure and pre-arrival information.
- Establish, maintain and oversee contact through telephone and email with 3rd party organizations, travel/volunteering sites etc with the goal of keeping the College programmes listed and up to date in their directories, and featured on their sites.
- Oversee all alumni relations of the College.
- Work closely with College directors on any top level decision making.

Requirements

The ideal candidate is a Native English speaker, holds a Bachelor's degree, Experience working in Admissions, Recruitment, Marketing. Additionally:

- Excellent communication in written and spoken form.
- Strong attention to detail.
- Experience in arranging and conducting job/course interviews.
- Excellent organizational, time and people management skills.
- Ability to work to tight deadlines, along with multitasking skills.
- Experience in/knowledge of the TEFL industry would be an asset.
- Working authorisation for Austria.

Salary and benefits

Minimum 22.470,00 Euros gross annual salary before employer tax including Christmas and summer bonus. Health and accident insurance plus pension benefits and severance pay. 25 days Holiday days per year (not including 13 additional Austrian public holidays). Exceptional work will be rewarded with raises/promotion.

- Further professional training and development as appropriate
- Evenings, weekends and Austrian public holidays free
- Work-related travel costs

To apply

Email CV and cover letter to claud.fourie@austriabci.at.
Start immediately

If you have any questions, please do not hesitate to contact the Personnel Director, Claud Fourie (0043 7614 51400 13).

Find all current job vacancies at the English Teacher Training College here: <http://www.english-teacher-college.at/jobs/>

Contact

Claud Fourie

Personnel Director

The English Teacher Training College of Austria and Bilingual Classroom Initiative (ABCi)

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