



ENGLISH TEACHER TRAINING COLLEGE

Admissions Assistant (40 Hours)

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 working as a key part of the College Admissions, Recruitment and Marketing team.

Responsibilities include:

- Recruiting, filtering and interviewing enough Student Teacher candidates to fill each TEFL-YL Program run by the English Teacher Training College with high quality participants.
- Sending out acceptance letters and welcome packs each week to successful candidates.
- Updating and maintaining all databases and digital “paperwork” as directed by Admissions Manager, including application tracking, student teacher data and bios, interview write-ups etc.
- Maintaining 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.
- Working with Google analytics, Google Search Console, Google AdWords, Google AdWords Keyword Planner, Google Trends and other related SEO tools to contribute to the College’s SEO campaign. Admissions Assistant (40 hours)
- Establishing and maintaining 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

- Working closely with College Marketing and Recruitment Assistant on any recruitment communication (e.g. universities, TEFL providers etc) that they feel is a priority.

Requirements

The ideal candidate is a Native English speaker, holds a Bachelor's degree, and has experience in the TEFL industry as well as in admissions and recruitment. Additionally:

- Excellent communication in written and spoken form.
- Experience in arranging, conducting and carrying out interviews.
- Strong attention to detail, especially in keeping digital "paperwork" up to date and correct.
- Excellent organizational and time management skills.
- Ability to work to tight deadlines, also to change focus on tasks quickly.
- Knowledge of SEO (Google AdWords), social media and marketing would be desirable.
- Candidates with experience in a non-traditional teaching environment such as summer camps, youth groups or outdoor education will be preferred.
- Working authorisation for Austria.

Salary and benefits

Minimum 20.188,00 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
- Full room and food expenses with internet access when based away from home
- 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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