



ENGLISH TEACHER TRAINING COLLEGE

Project Assistant Pressbaum (20 hours/ week)

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

As a Project Assistant you'll have the opportunity to be part of a world-class educational organization

- Create and prepare paperwork for upcoming projects for Pressbaum-area Course Tutors
- Contact schools in advance of projects to confirm project details
- Ensure accurate records are kept of projects
- Keep accurate paper and electronic project records
- Take a lead on special projects

Requirements

The ideal candidate will be fluent in English, be well organized and have experience in an administrative position. Genuine talent for communicating with people and attention to detail.

- A self-confident and flexible person with experience in an office environment
- Extremely well organized and precise working style.
- Excellent time management skills
- Proficient computer expertise
- Minimum of B2 German language skills

Salary and benefits

10 094, 00 Euros, based on a 20 hour week, gross annual salary before 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.
- Full room and food expenses 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 Human Resources Manager, 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**

Human Resources Director

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

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