



ASSISTANT TO THE OFFICE OF THE DEAN

Administrative; full-time (39 working hours per week)

SUMMARY

This position provides administrative assistance and ensures smooth running of operations for the Dean's office. The administrative assistant is expected to assist with activities regarding students, meetings, and conferences organized by the Dean's Office.

We are looking for someone who is a self-starter, culturally sensitive, and possessing excellent communication and organizational skills. The Barenboim-Said Akademie's main language is English.

PRIMARY RESPONSIBILITIES

- Provides administrative and operational support to the Dean's office.
- Provides administrative support for departmental and staff meetings.
- Coordinates the following processes which require the confidential handling of personnel files – hiring, faculty search committee files, teaching evaluations, and student files.
- Assists with the coordination and preparation of teaching. Prepares and monitors changes in course schedules, room assignments, office hours for faculty, etc.
- Coordinates and organizes special events, meetings and conferences, involving members of the Barenboim-Said Akademie as instructed by the Dean.
- Expenses and budget management. This includes handling ongoing accounting activities, travel expenses, and coordinating with the CFO/Chancellor for budget management and allocation.
- Provides assistance, as needed, with the Barenboim-Said Akademie's New Student Orientation period.
- Other related duties and responsibilities as assigned.

REQUIREMENTS

- University undergraduate degree or relevant vocational training required;
- Fluent English is required, with excellent knowledge of oral and written German; additional languages—especially Arabic, Hebrew, Turkish, and/or Farsi—desired;
- Familiarity with the German higher education system as well as familiarity with *Musikhochschulen*, music conservatories, or university schools of music is essential;
- Highly organized, with an outstanding ability to manage concurrent tasks and complex scheduling requirements;
- An ability to problem solve and work well under pressure, with an attention and sensitivity to detail in communications of all kinds;



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- Effective, informative, and accessible speaking and written communication skills;
- Strong working knowledge of Microsoft Office products, as well as familiarity with campus management and room booking software; ASIMUT, Evis, social media, and web experience a plus;
- Demonstrated ability to excel in a semi-autonomous work environment with minimal supervision, to work well with a wide range of constituencies, and to build and maintain highly functional working relationships with a faculty community;
- Discretion and sensitivity in working with highly confidential data, documents, and student cases;

Compensation is in line with the federal pay scale for similar positions at German public universities (TVöD-Bund, EG 08).

This position is to begin as soon as possible. Please send a complete application, including a resume and cover letter and your preferred start date, to jobs@barenboimsaid.de.