

*Munich International School (MIS), based in Starnberg, South of Munich, is an outstanding and innovative international school for students aged 4-18 from more than 65 countries. Since over 50 years inspirational faculty and staff create an exceptional learning environment that motivates our students to be globally-minded, academically successful, well balanced and prepared for future challenges and responsibilities. MIS is home and offers a lively community for international mobile families.*

We are looking for an

### **Assistant to the Student Life Programme (m/ f/ d)**

full-time (35 hours/ week), as soon as possible.

#### **YOUR ROLE**

*Student Life encompasses the programmes at Munich International School that complement the core academic curriculum, often occurring before and after school and sometimes on weekends. This includes the athletics programme, the after-school activities programme, the co-curricular arts programme, the after-school care programme, and the house system. The Student Life Assistant supports the organisation and execution of these programmes by providing assistance to the Athletics Coordinator, the ASA Coordinator, the Co-curricular Arts Coordinator and the Director of Student Life in the day-to-day running of the programme, as well as in special projects that take place during the course of the school year.*

#### **YOUR KEY RESPONSIBILITIES**

Providing comprehensive support to the Student Life Programme Coordinators by:

- Responsibly collecting, processing, and using data to support the registration and participation of students in the Student Life Programme,
- Collaborating with coaches, activity leaders, teachers, and assistants employed in the programme to ensure that timesheets and other human resources related documents are managed promptly and properly,
- Engaging in communication across the Student Life Programme, and between the Student Life Programme and the wider MIS community, including by:
  - Managing the Student Life e-mail account(s) and other accounts on a variety of platforms,
  - Managing registrations and communication on the school's information management system and the Student Life Programme's system,
  - Preparing and submitting request forms internally within MIS, related to organisation and coordination of after-hours events for the Student Life Programme
- Making hotel and travel bookings for teams, groups and individuals who are travelling as part of their participation in the Student Life Programme,
- Taking full responsibility for completing BLSV (Bayerischer Landes-SportVerband) administration related to MIS Athletics teams' entries into local sports leagues, including registering students' membership in the Sportverein and thus the BLSV, administering Player Passes (Spielerpässe), coordinating scheduling of matches, and organising referees and other officials, under the guidance of the Athletics Coordinator,

- From time-to-time supporting the supervision of programme activities when Coordinators are sick or away.

## **YOUR PROFILE**

- Ability to work in an active and dynamic environment.
- Ability to communicate politely and effectively at all times to a wide range of clients, colleagues, key stakeholders, and external partners.
- Ability to work with digital platforms and databases and continuously update this ability as these platforms and databases evolve.
- Ability to work well within a team environment and to take on tasks that may arise spontaneously because of the nature of the department.
- Desire and ability to continually develop their own skills and knowledge on the job and through agreed-upon professional development opportunities.
- Desire and ability to work with young people and their parents and to empathise with and support them, even during times of conflict.
- Ability to speak and write in English at an advanced level (C1 or better) is required; ability to speak and write in German effectively would be very advantageous.

## **WE OFFER AT MIS ...**

- A challenging and exciting position in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Learning and development opportunities for personal and professional growth
- Initially a 2 year contract, with possibility to extend it time-unlimited
- Excellent benefits package: Monthly salary (based on an in-house collective agreement), 13th month salary, holiday bonus and meal allowance
- Modern and comfortable working environment

## **YOUR APPLICATION**

If this position description fits well with your experience, qualifications, and aspirations, we would be thrilled to hear from you.

Candidates should send their application (in a single PDF document) to [employment@mis-munich.de](mailto:employment@mis-munich.de). Please check the details on our home page (<https://www.mis-munich.de/careers/vacancies>).

### **Munich International School e.V.**

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