



MBA Program Coordinator / Координатор(ка) навчальних програм MBA

📍 Київ,

Компанія: Киевская Школа Экономики

Рубрики: [Наука, освіта, переклади](#), [Консалтинг](#)

Вимоги

Освіта: повна вища

Досвід роботи: від року

Графік роботи: повний робочий день

Опис

вакансії

Kyiv School of Economics (KSE) is a World-Class University with a reputation for excellence in Economics Education, Public Policy & Governance, Policy Research, and Business Education both in Ukraine and internationally. It is a strong community of leaders and change makers who are building a strong and innovative economy of Ukraine.

We invite you to join our team to make changes today!

We are looking for an **MBA Program Coordinator** who will be responsible for support of long term study programs' activities.

Work at KSE is:

- An exciting, dynamic job with opportunity to grow and learn
- A strong team of best-in-class professionals
- Competitive and timely compensation
- Employee discount for educational programs
- Paid sick leave and vacation days
- Possibility of flexible work schedule
- Warm and friendly attitude to every member of the team

You will need to:

- Handle, file and process work with documents
- Coordinate day-to-day programs implementation
- Maintain internal and external program-related communication
- Establish and ensure effective and well-organized learning process
- Supervise study programs logistics and administrative support (incl. venues, program materials etc.)
- Implement activities within quality control procedures, including evaluations of trainings and trainers & trainees surveys
- Develop contracts with students to ensure trainings follow the requirements
- Deal with complaints
- Represent the institution at events where potential KSE clients may be present

We need you if you:

- Have 1+ years of relevant experience
- Have good command of English (upper-intermediate and better) and fluent Ukrainian (oral and written)
- Have excellent communication and computer skills (**Moodle, Asana, Zoom would be an advantage**)
- Have emotional competence (emotion management)
- Understand and share work ethic
- Show partner behavior in the team

How to apply:

Please send your CV indicating your salary expectations with **"MBA Study Programs Coordinator"** in the subject line to poznikhirenko@kse.org.ua.

Only candidates who have been selected for an interview will be contacted in a couple of days.

Thank you for understanding.

Контактна інформація

Телефон: +38 (067) 434-76-36

Контактна особа: Адміністративний помічник

Сайт: <https://kse.ua/>

Адреса: вулиця Миколи Шпака, 3