

**Title: Student and Academic Coordinator**

**Description: 50% position as Student and Academic Coordinator for the Tel Aviv University International MA Program in Conflict Resolution and Mediation.**

**Duties include:**

- administrative tasks (educational trip planning, university logistics, etc.)
- student support and coordination
- lecture coordination and support
- managing internship program for students

**Required qualifications:**

- good knowledge of Hebrew (reading, writing and speaking)
- fluency in English
- academic degree
- good organizational skills

**Preferred qualifications:**

- degree or experience in a related subject to conflict resolution
- prior experience working with students and their issues
- knowledge of languages and cultures

**Please send CV to [coreygs@tauex.tau.ac.il](mailto:coreygs@tauex.tau.ac.il) by April 24 2022**