

Job Announcement: Information Officer (full-time)

DAAD New York is seeking a creative, outgoing person to join our team as Information Officer. This is an in-house position (not virtual). Anticipated starting date: August 1, 2021

This position has two distinct responsibilities:

Part 1

- Advising students about studying in Germany via phone, in-person and at occasional events and conferences
- Producing and generating content for weekly electronic English-language newsletter
- Writing and distributing occasional press releases
- Supporting Marketing Director in producing annual marketing contest and English-language informational publications
- Collaborate with DAAD's social media assistant to produce synchronized content across all communication channels
- Keeping content up-to-date and editing of DAAD New York English-language website using Wordpress

Part 2

- Working closely together with our US IT services provider to maintain our computer and phone network in terms of functionality, software updates and security
- Ability to oversee and manage hardware: laptops, desktops, and other devices on the internal and external networks
- Reporting problems to IT services providers, and occasionally troubleshoot yourself using ActiveDirectory, Microsoft Exchange.
- Working closely together with our IT department in Germany to coordinate transfer of IT maintenance to Germany

Currently, part 1 and part 2 are about 50% each, but with the transfer of our IT services to DAAD's headquarters in Germany, we anticipate part 1 will increase to 75% and part 2 will shrink to 25% or less.

Requirements:

- Fluent in German and English (native English speaker preferred)
- Bachelor's Degree and at least 2 years of relevant work experience
- Computer savvy, must enjoy technology and (IT) problem-solving
- Extensive knowledge of Microsoft Office Suite, WordPress, able to manage and troubleshoot a Windows working environment
- Experience in higher education in Germany
- Self-motivated, organized and a strong work ethic
- Outstanding communications skills (oral, written, interpersonal), including public speaking

Salary range: USD 58,000 – 68,000 plus health and retirement benefits. Paid vacation and sick leave.

Applicants must be U.S. citizens or green card holders. Please indicate on your CV whether you are a US citizen or a green card holder.



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Please send your CV and a cover letter via e-mail to Ms. Solveig Berkman [berkman\(at\)daad.de](mailto:berkman(at)daad.de) with the subject line "DAAD Information Officer".

Application deadline: May 31, 2021

About DAAD: As the German national agency for international cooperation in higher education, DAAD serves to promote international academic relations especially through funding the exchange of students and faculty between Germany and other countries. Supporting almost 170.000 individuals a year with competitive grants, DAAD is the largest such organization in the world. As one of 15 regional offices around the world, DAAD New York is responsible for the US and Canada and works in close collaboration with DAAD headquarters in Bonn and the DAAD Information Points in Toronto and San Francisco to promote study and research in Germany.