

Organization: **Caucasus School of Business, Caucasus University**

Job title: **Program Manager (Coordinator)**

Duration: Full-time employment contract

Working Hours: 11:00–20:00, (During Exams Period: 13:00-22:00), Saturday 10:00-15:00.

Salary will be determined: Net, 600-700 GEL

Start date: ASAP

For Program Manager we look for a person who is motivated to work in academic environment, and is looking a challenging and interesting role. Program Manager has a key role in day-to-day coordination of programs and administrative support in further development. Among other things this role involves intensive coordination and communication with students and lecturers.

Requirements & Personal Characteristics:

- Bachelor degree
- Strong analytical skills
- Excellent verbal skills in Georgian and English (it will be tested)
- Excellent written skills in Georgian and English (it will be tested)
- Full Computer Literacy
- High sense of responsibility
- Excellent communication, interpersonal skills
- Strong self-motivation and self-discipline skills
- Loyalty to students, colleagues and organization
- Ability to work independently as well as in a team
- Ability to work under pressure

If you meet the presented requirements, and project yourself in this position we will be happy to see your application. Please send your detailed CV, Letter of Interest and two most recent referees' email and phone contact. Referees should be last supervisors from working experience and for applicants without working experience it can be lecturers. Please send all required information to: hr@cu.edu.ge.

Please, indicate in the subject line the position you are applying for.

Deadline for submission of the documentation is November 11, 2017.