



*Munich International School (MIS), located in Starnberg, South of Munich, Germany, is an outstanding, innovative and comprehensive international school for students aged 4 to 18 years. An inspirational faculty and staff create an exceptional learning environment that nurtures, challenges, and inspires all students to be globally-minded, academically successful, well-balanced and prepared for future challenges and responsibilities.*

We are looking for a

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

50% part-time (17,5 hours per 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, the house system leaders, and the after-school care coordinator to achieve their respective goals.

#### **YOUR KEY RESPONSIBILITIES:**

Provide comprehensive support to the Student Life Programme leaders by:

- Responsibly collecting, processing, and using data to support the registration and participation of students in the Student Life Programmes,
- 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 among the Student Life Programmes and between the Student Life Programmes and the wider MIS community,
  - 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 (currently iSAMS),
- Make hotel and travel bookings for teams, groups and individuals who are travelling as part of their participation in the Student Life Programmes,
- Coordinate activities with affiliated organisations, like the MIS Sport Verein, the MIS Parent-Teacher Verein, and other Vereine which have a relationship with the MIS Student Life Programme,
- From time-to-time support the supervision of programme activities when the coordinator is sick or away.



#### YOUR QUALIFICATIONS:

- Ability to work in an active and dynamic environment.
- Ability to communicate politely and effectively at all times to a wide range of 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.
- 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 and support them, even during times of conflict.
- 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

Candidates should send their application 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>).

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