

The IEA (International Association for the Evaluation of Educational Achievement) is an independent, nonprofit research organization. We conduct international and national large-scale comparative studies of educational achievement and other aspects of education, with the aim of gaining in-depth understanding of the effects of policies and practices within and across systems of education. At the IEA Hamburg over one hundred specialists are involved in managing the different tasks of a study ranging from sampling to data analysis. Our experts also provide a wide array of services related to international and national surveys and assessments.

We have an immediate opening for a full-time (40 hrs/week)

Study Coordinator (f/m/d)

to support our International Studies Unit (ISU)

The IEA Hamburg's International Studies Unit (ISU) leads or contributes to international large-scale assessments and surveys in education as well as related activities and services to the IEA membership and a broad range of partners and clients. The unit's main activities include study and project management, development work (e.g., frameworks and instruments), field operations, data collection systems, data management and processing, related training and capacity building, and reporting.

Your tasks:

- Monitoring schedules, to-do lists, status milestones, and deliverables
- Handling day-to-day communication with and between countries and internal teams and units together with the Study Directors
- Liaising closely with clients and contractual/consortia partners
- Coordinating the scheduling, preparation, and documentation of internal and external meetings
- Administering study websites and communication platforms in cooperation with the Meeting Organization
- Coordinating the production and proof-reading of manuals, guidelines, operational documents, progress reports, and technical reports in English

Your profile:

- Diploma or master's degree or equivalent in education, social sciences, economy, business administration, or another area connected to project management
- Minimum of four years of professional experience, ideally including experiences in the field of large-scale surveys or similar international cooperation
- Profound project management knowledge, experience, and certification
- Excellent oral and written communication skills in English, preferably one additional language
- Experience in communicating with varied audiences such as governmental agencies, researchers, and country representatives
- Knowledge and experience in producing or editing administrative and technical reports in English
- Knowledge and experience in administering collaboration platforms (e.g., Microsoft SharePoint and Microsoft Teams)
- Openness to travel to selected meetings internationally as necessary

A varied and responsible task awaits you: Supporting international study directors and data managers in organizing people and groups so that they work together properly and well. You will have the opportunity to gain or sustain your professional experience in the expanding field of educational research and contribute to high-quality international surveys. We offer flexible working hours and latitude for self-reliant work under the supervision of the unit heads for international studies and the respective project leads. The contract will be limited for an initial period of 2 years, but we are interested in a long-term working relationship.



If you are interested, please submit your complete application (including your resume, relevant references and certificates, your salary expectations and availability). We welcome applications via email at: bewerbung@iea-hamburg.de, subject: Study Coordinator (0499).

For further information please contact:

IEA Hamburg | Human Resources | Überseering 27 | 22297 Hamburg | Phone: +49 40 48500 545 |
E-Mail: bewerbung@iea-hamburg.de | www.iea.nl