

IEA 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 to research, understand, and improve education worldwide. At IEA Hamburg over one hundred and fifty employees 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 opening for a part- or full-time (minimum 30 hrs/week)

Unit Coordinator (f/m/d)

to support the RandA/Sampling Unit

The Research and Analysis Unit (RandA) at IEA Hamburg conducts research, analysis, training, support, and consultancy activities in the field of large-scale assessments in education. RandA aims at improving the science of large-scale assessments, promoting the proper use of data from IEA studies, and stimulating high quality research related with IEA data. The Sampling Unit at IEA Hamburg develops and implements sample designs for international and national educational studies. This includes sample selection, computation of sampling weights and preparing data sets for variance estimation. Strict adherence to state-of-the-art methods in sampling provides a foundation for high-quality study outcomes.


Your tasks:

- Support the Unit Heads and the Section Lead Sampling in day-to-day unit coordination of a highly professional and culturally diverse team (approximately 30 staff members from more than 15 nations)
- Support projects/studies administratively for initiation, planning, and controlling
- Prepare, maintain, and analyze short- and long-term unit-wide project planning in terms of capacity and budget
- Maintain, track, and visualize project information in terms of time, budget, and progress
- Help organizing and administrating IEA's academic visitor programs (communicating with program partners, organize the selection of candidates, liaise with selected academic visitors)
- Facilitate initiation, planning, and organization of both external and internal workshops, liaising with international clients and instructors
- Prepare and document meetings to ensure effective communication and follow-up
- Coordinate and perform other unit-wide tasks (e.g., administration of data access rights, contact management, archiving, and website maintenance)
- Initiate, prepare, and coordinate social events
- Supervise and coordinate the activities of student assistants, assign tasks, ensure their completion, and liaise with staff members
- Help with project-related tasks if time permits

We expect you to have:

- Bachelor's degree, in business, economics, social sciences or related field, or vocational training in business administration
- Outstanding interpersonal, communication, and organizational skills
- Experience in working in a culturally diverse team
- Solid knowledge of MS Office products, including Excel
- Fluency in English and German (written and spoken)
- Experience in the field of controlling is desirable

You can expect a varied and responsible job in a well-functioning team with flat hierarchies and short decision-making paths. We are a science-oriented research institute with an international workforce. As a family-friendly company (Hamburger Familiensiegel), we offer the possibility of mobile work (40%), an annual training budget per employee, job ticket, company pension provision, supplementary health insurance and various health care services. The contract will be limited for an initial period of two years, but we are interested in a long-term working relationship. The position is intended to be covered by part-time work (minimum 30 hrs/week), but there is the possibility of full-time employment.



Are you interested in this engaging and responsible position in an international environment? Please submit your complete application (including your resume, relevant references and certificates, and your availability). We welcome applications via email at: bewerbung@iea-hamburg.de, subject: Unit Coordinator RandA/Sampling (0703).

For further information please contact:

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