



Foto: Kuhnle + Krieger

The management of Schule Schloss Salem gGmbH is looking as of 1 September 2022 for a

## Upper School Advisor - Organization management (f/m/d)

**Who we are** Schule Schloss Salem is a state-recognised boarding school with a staff of around 280. Since 1920, we have aspired to educate our students in the spirit of our founder Kurt Hahn. Salem's special quality is to strengthen children and young people through communal experiences and, at the same time, to open up opportunities for their individual development. This special quality requires well-trained, but above all committed staff who enjoy working in a diverse and multinational environment. Outside the boarding school one of the most scenic areas of Germany awaits you. We are located close to Lake Constance and the alps with water and winter sports opportunities, cultural and natural attractions as well as a high quality of life.

### We are looking for

- As a member of the study management team, you will support the head of studies in the performance of her duties
- You have technical understanding including excellent knowledge of Excel, databases, including macro programming
- You enjoy brainstorming and have the ability to solve tricky problems, as well as skills in training in timetable and school administration programs
- You have an understanding of various requirements of the IB and IC as well as the German Abitur system 11/12 and 5-10/10Plus as well as German and English language skills. (Abitur and IB course guidance as well as student admission to the Abitur system)
- You can communicate in German and English and enjoy implementing pedagogical idea and shaping the daily routine for the students of our school
- You enjoy the development of optimizing processes in classroom administration

### What we offer

- Support from the co-organizational manager as well as a technical assistant
- Cooperation in the team of the head of studies
- Remuneration analogous to TVL 15 / A 15
- Reduction of 8 teaching allocation

**That sounds interesting to you?  
Then we look forward to receiving your application!**

**Natalie Lander, Teaching Staff Recruitment**  
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