

Program Coordinator – HKU Europe (Barcelona)

Introduction

HKU Europe is dedicated to delivering immersive, high-impact educational programs that connect Asia and Europe through innovation, entrepreneurship, and global engagement.

We are seeking an experienced **Program Coordinator** to coordinate a portfolio of student programs in Barcelona and across Europe.

Key Responsibilities

- Supporting the preparation and delivery of teaching and learning activities, including tutorials, workshops, revision sessions, and other forms of academic support conducted in English.
- Preparing course materials and supporting the administration of classes, assessments, examinations, grading processes, and learning management systems.
- Providing programme administration and student support, including course registration, attendance monitoring, student enquiries, academic records management, programme communications, and learning support activities.
- Assisting in the planning, coordination, and delivery of study modules, including logistical arrangements, classroom support, experiential learning activities, company visits, guest speaker sessions, and cultural immersion programmes.
- Serving as a key operational support member and contributing to the smooth delivery of study modules and other postgraduate initiatives.
- Providing on-site support to students and faculty members during programme delivery and acting as a key point of contact for operational matters.
- Assisting in the organisation of programme events, orientation programmes, networking activities, career-related initiatives, enrichment programmes, alumni engagement activities, and corporate visits.
- Liaising with external organisations, industry partners, service providers, and other stakeholders to support programme delivery and partnership engagement.
- Preparing reports, presentations, programme documentation, and operational analyses to support programme management, quality assurance, accreditation exercises, and strategic initiatives.
- Supporting the adoption of digital and AI-enabled tools to enhance teaching, learning, student engagement, and operational efficiency.
- Occasional travel and flexibility to support programme activities outside standard office hours (including evenings or weekends) may be required.

Requirements

- Master's degree with academic backgrounds in Business, Economics, Finance, Marketing, Information Systems, Business Analytics, Data Science, Education, or related disciplines will be preferred.
- Minimum 3–5 years of relevant work experience, preferably in higher education, programme administration, teaching and learning support, student services, event management, international education, or related fields.
- Full professional fluency in English, with the ability to engage confidently with senior executives, academic leaders, and international stakeholders. Professional fluency in Spanish is required for local engagement and operational coordination.
- Excellent communication, interpersonal, organizational, and problem-solving skills.
- A strong service-oriented mindset and the ability to work effectively with students, faculty members, and external stakeholders.
- Excellent attention to detail and the ability to manage multiple priorities in a fast-paced environment;
- Strong proficiency in Microsoft Office applications.
- Experience with learning management systems, educational technologies, AI applications, data analytics tools, or programming languages such as Python would be an advantage.
- The ability to work independently and collaboratively in an international and multicultural environment.
- Experience in both teaching and learning support and programme administration, particularly in postgraduate, executive, or international education settings, will be preferred.
- Candidates must already have the legal right to work in Spain.

What we offer

- Opportunity to join HKU's first European campus during its foundational stage.
- Dynamic, multicultural environment.
- Long-term career development opportunities.
- A highly competitive salary commensurate with qualifications and experience.

How to apply

Please send your updated CV by email to ssoens@hku.hk, title: **Program Coordinator** – Casa Asia- your name. Applications will be reviewed on a rolling basis until the position is filled.

HKU Europe is committed to fostering an inclusive, diverse, and respectful working environment and welcomes applications from candidates of all backgrounds.