Corvinus University of Budapest

MBA Center

MBA Program Coordinator

We are looking for a result-oriented, proactive colleague in our team for a full-time job as coordinator for the MBA Programs of the Corvinus University of Budapest. You will be responsible to the Dean of Postgraduate and Executive Programs. You will be a member of a young, ambitious, internationally embedded team, and work in a complex, challenging environment. We will provide competitive salary.

Working hours correspond with our programs, running on a Monday-Friday and Thursday-Sunday basis, and a level of flexibility will be expected in how work hours are scheduled. Schedules will be planned together and agreed with all members of the team of Program Coordinators.

You will be working with

- Highly international and multicultural groups of students with 3+ years of business experience from all over the world
- Professors of CUB and other leading international universities, carefully selected in line with our vision of 21st century MBA programs
- Visiting business leaders and experts, bringing contemporary best practice to our team of educators
- MBA program directors with strong business background in a range of professional fields
- A team of MBA program coordinators who thrive on dealing with people and working in a spirited team
- Partner coordinators at the financial and legal department of CUB, committed to supporting your work

Your Essential Duties and responsibilities

- Supporting the journey of students throughout the complete MBA program
- Reviewing admissions information and interviewing applicants
- Facilitating the student registration, onboarding, integration and other administrative processes
- Consulting students about their individual requests
- Advising students about CUB and MBA program policies to find the best individual solutions
- Supporting professors, course leaders and visiting business practitioners with assistance, learning materials and administration
• Keeping contact with our foreign university partners
• Organizing company visits for students and coordinating event schedules
• Coordinating textbook and other materials ordering
• Collaboration with partner departments and external partners

If accepted for the job, you will have the following competencies and qualifications

• Bachelor’s degree in appropriate field
• Excellent verbal & written communication skills in Hungarian and English.
• Strong attention to details and problem solving ability
• Ability to prioritize, manage several tasks/projects simultaneously
• Strong team-player with results and service orientation, showing cooperative attitude towards colleagues
• Advanced skills with the Microsoft office suite products.
• Ability and eagerness to learn the information systems of the university

Advantages:

• At least one year related work experience in academic environment
• Proven experience with international and/or MBA students, or working in an international environment with people
• Knowledge of Neptun and Poseidon systems

Documents which you have to submit:

• Motivation letter
• A CV in Hungarian and English
• the copies of the qualification certificates
• A statement that you are not penalty or prohibition of employment
• Any other document, which you consider relevant

Apply for the following e-mail address: human@uni-corvinus.hu

Other Information:

• We can accept only those applications, which are meet the expectations.
• Please indicate the following reference number in your letter. (BM/581/2020)
• If your documents are over 15MB please submit your application in multiple letters.
• Please indicate your official name in your application (according to an ID card, passport etc.). Send your documents us in Word format except for your qualifications and declarations, which you can submit in PDF format.
• At the end of the application process, your documents will be deleted from our database within 10 days.
• You can receive further information about the job advertisement from Kozma Miklós associate professor 061-482-5422.