

STUDENT SERVICE MANAGER (IN BERLIN)

CIFE is looking for a **STUDENT SERVICE MANAGER** in its Berlin office for its Joint Masters in Global Economic Governance and Public Affairs (GEGPA), EU Trade and Climate Diplomacy (EUDIPLO) and European Cultural Governance (EUCULTURE) organised with the School of Government of the Luiss Guido Carli University.

CIFE (Centre international de formation européenne) is a private institution of higher education and research founded in 1954, unique in its interdisciplinary perspective and its itinerant programmes which promote the principle of "Learning and Living Europe". It is one of the 7 institutions of excellence selected by the European Union as part of the Jean Monnet activities of the Erasmus+ programme.

Its geographical coverage and the diversity of its university programmes testify to the values and principles to which CIFE adheres: a confident and forward-looking vision of Europe, an innovative conception of teaching and openness to the challenges linked to a changing world. CIFE has a strong international orientation, with its headquarters in Nice and offices in Berlin, Brussels and Istanbul.

(www.cife.eu).

This is a two-year fixed-term full-time position. It is intended to make the position permanent at a later date.

Missions:

- ✓ Provide support for international students;
- ✓ Work in collaboration with various academic partners (especially with Luiss University);
- ✓ Participate in the programme logistics (travel and accommodation arrangements for lecturers; organisation of workshops, study trips and cultural/institutional visits; accompanying students when necessary);
- ✓ Monitor applications and implement student acceptance;
- ✓ Welcome and register students at CIFE;
- ✓ Manage contacts with student accommodations;
- ✓ Contribute to the scheduling of lectures, examinations and other activities;
- ✓ Assist lecturers with administrative and technical issues;
- ✓ Assist students in finding accommodation at their place of study;
- ✓ Advise students on social security issues, health, home and other insurances, and on the various administrative procedures to be carried out at the place of study;
- ✓ Draw up practical instructions for students and lecturers;
- ✓ Prepare transcripts, diplomas and diploma supplements;
- ✓ Manage the database of former students, lecturers and partners.

The Student Service Manager reports to the Student Service Coordinator.

Profile:

- ✓ Bachelor degree;
- ✓ Very good English language skills, oral and writing;
- ✓ Good command of German is a big plus;
- ✓ Strong organisational skills and customer-oriented approach;
- ✓ Ability to work in a team, reliability and flexibility;
- ✓ Intercultural skills;

- ✓ Good command of Office tools;
- ✓ Knowledge of French is an asset;
- ✓ Knowledge of SharePoint and Teams is an advantage.

We Offer:

- ✓ A multicultural workplace with the possibility of working independently within a team;
- ✓ Occasional work from home possible;
- ✓ A variety of contacts with our European and international partners involved in the ecological and digital transition;
- ✓ The opportunity to travel with the students to the different CIFE locations for study trips and workshops (notably to Brussels, Paris, Nice and Rome).

Please send your application (cover letter, CV, highest degree obtained, relevant references and employer reference/Arbeitszeugnis for candidates with work experience in Germany; summarised in a PDF file) by e-mail to: recruitment@cife.eu

Deadline for Applications: 10 October 2026

Start Date: November 2026

More Information:

[Joint Master in Global Economic Governance and Public Affairs](#)

[Joint Master in EU Trade and Climate Diplomacy](#)

[Joint Master in European Cultural Governance](#)

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by CIFE. The information candidates provide in their application form is collected for the purpose of the selection procedure. CIFE will ensure that candidates' personal data are processed as required by GDPR Regulation (EU) No 679/2016 (General Data Protection Regulation).