



***As one of the world's leading and largest business schools, ESCP EUROPE was established in 1819. Its mission is to develop the next generation of transnational business leaders, preparing them to embrace the opportunities offered by cultural diversity.***

*With its six urban campuses in Berlin, London, Madrid, Paris, Turin and Warsaw, ESCP Europe's true European Identity enables the provision of a unique style of cross-cultural business education and a Global Perspective on international management issues.*

*Through a combination of innovative pedagogy, cross-campus programmes and a research-active faculty, ESCP Europe is an essential contributor to the development of the transnational management culture so essential in today's global business environment.*

*Our network of 120 partner universities extends the School's reach from European to worldwide. Triple-crown accredited (EQUIS, AMBA, AACSB), ESCP Europe welcomes 4,600 students and 5,000 executives from 100 different nationalities every year, offering them a wide range of general management and specialised programmes (Bachelor, Master, MBA, PhD and Executive Education).*

## Job description

We are recruiting an **ONLINE Executive Master, Programme Officer**, role based in our Madrid Campus, in Spain.

Reporting to the Master Academic Director and Executive Education and Digital solutions Director, is responsible for ensuring the administration of this Executive Master

### **Main responsibilities**

- Sales/Recruitment: Recruit participants for the programme (from lead to participant) coming from our online campaigns .
- Programme Management: Main responsible of the daily activities of the programme, including ongoing management of participants, professors and the platform. Besides:
  - Manage professors needs and support them during the whole cycle of the master's courses
- Formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program or function.
- Analyze, revise and implement procedures.
- Actively and proactively participate in efforts to improve processes.
- Assist with monitoring expenditures, in collaboration with the Financial Department
- Participate in outreach activities that may include communications and coordination of events.



- Act as key contact for participants and prospective participants during outreach, recruiting, admission, and program delivery.
- Represent the online executive master in communication activities

**Profile**

- Bachelor's degree with at least 4 years of experience in a similar role: events coordination/ client facing roles in a multinational/international environment  
Strong Digital Competences , specially in the field of learning technologies and learning programmes
- Strong customer orientation, interpersonal skills and cross-cultural competence
- Excellent verbal and written communication skills in English and Spanish (French will be a plus)
- Strong organizational skills with the ability to multi-task
- Strong numerical skills
- Be comfortable to work in an ever changing environment
- Self-driven with a high level of autonomy and a team player
- Able to exercise sound judgment and initiative in solving problems
- Highly proficient in MS Office with an overall strong IT skills
- Be available to travel internationally

If you are you are interested, please send your CV and a cover letter in English at [oolonso@escpeurope.eu](mailto:oolonso@escpeurope.eu)

Applications without any of these two documents will not be considered.  
Kindly note that only shortlisted candidates will be notified and that valid local working papers are mandatory.