



THE AMERICAN
ACADEMY IN BERLIN
HANS ARNHOLD CENTER

Job Posting

COORDINATOR, FELLOWS SELECTION (M/F/D)

The **American Academy in Berlin** was established in 1994. Its primary goal is to foster greater understanding and dialogue between the people of the United States and the people of Germany. The Academy offers residential fellowships at its Hans Arnhold Center to US-based scholars, writers, policymakers, and artists, giving them the opportunity to pursue their work in a manner that encourages participation in the vibrant life of Berlin and Germany. The Academy also brings leading Americans to Berlin for briefer visits to facilitate a robust exchange of views. The Academy has become one of Europe's most visible and effective institutions of transatlantic dialogue and has built up an extensive network in the corporate, political, academic, and cultural communities in the United States and Germany. Its cross-cultural, interdisciplinary environment and creative programming have made the Academy a highly regarded center in Germany and beyond.

Our Berlin office is looking for a

Coordinator, Fellows Selection (m/f/d)
32 to 40 hours per week
starting as soon as possible.

Regular duties will include:

- Supporting the Academy's application and evaluation process
- Coordinating the peer review process for approximately 300 applications
- Administration of new applications, letters of reference, and reviews
- Data management
- Assistance with preparing department reports and materials for fellows
- Coordinating the logistics for the annual meeting of the Selection Committee
- Coordinating the logistics of the meetings of the Art and Music Juries (every other year)
- Support in the fellowship assignment process and drafting facesheets of new fellows
- Coordination of wrap-up correspondence with peer reviewers and reference letter writers
- Promotion of fellowship program to institutions
- Assistance with budget planning and tracking
- Support of the Academy's programming
- Coordinating alumni relations and maintaining institutional memory

Qualifications sought:

- BA in social sciences or humanities
- 1-3 years of work experience
- Fluent English and German, written and spoken
- Excellent organizational skills and attention to detail
- Excellent skills in MS Office, including Excel, and Adobe Acrobat
- Skills in database management and electronic mailing
- Familiarity with online application systems
- Knowledge of research methods and institutions in the US and Europe
- Knowledge of US culture, scholarship, literature, politics
- Ability to work independently and in a team
- Outstanding communication and intercultural skills

We offer:

- A motivated and energetic team
- An attractive international work environment
- Interesting and varied activities in a successful and dynamic organization
- The possibility to participate in events on a broad spectrum of transatlantic topics
- In-depth initial training and the opportunity to enroll in continuing education
- Subsidized lunch prepared on-site (with vegetarian option)
- Possibility to work from home
- Less than ten-minute walk from the S-Bahn Wannsee station
- Free parking on the grounds of the Hans Arnhold Center

The position is initially limited to two years, with the prospect of an unlimited contract. Depending on qualifications and experience, the starting salary range is 2,400-2,800 (fulltime) per month.

The American Academy is an equal opportunity employer. We respect and seek to empower each individual and support their diverse cultures, perspectives, skills, and experiences by creating a welcoming environment for all employees.

We look forward to receiving your application, and ask that you include your possible starting date. Please send your PDF documents per email by April 11, 2021 to:

Carol Scherer
Manager of Fellows Selection
jobs@americanacademy.de

Protecting your personal data is important to us. To learn how the American Academy in Berlin processes personal data, please visit: <https://www.americanacademy.de/data-processing-information/>