



Educational Support officer (remote/office Bucharest) > 2 Years of Experience

We are searching for a **Creative and Problem-Solving Mind**, with IT or/and Math educational background willing for a fast grow in the educational domain related to the IT and Digital industry and ready to lead a part of educational activities of Crystal and provide an operative support in different educational programs.

Why work with Crystal Talent Solutions

We are a young and creative team focused on bringing value to the IT industry. We are building Digital Talents and helping them to fulfil their career path. That's why you will have exciting new possibilities to follow your curiosity and ambitions in the IT market research and emerging technologies, express your project management potential and have a sense of contribution to the educational process.

Core Activities / Responsibilities of the Position: Educational Support Officer

Responsibilities:

- coordinate different IT courses:
 - creating courses on the e-learning platform
 - collecting and analysing students' feedbacks
 - providing technical support and maintaining student's communication
 - preparing necessary paperwork
 - reporting on the course status to the Educational Manager
- support different research activities:
 - collecting and analysing data
 - creating appealing ppt
- talent relationships support
 - building relationships with Students associations and maintain effective communication and cooperation
- course promotion
 - make course announcements on Facebook, Instagram and maintain communication and students support

Requirements / Educational Support Officer:

The **ideal** "Educational Support Officer" shall have following competencies:

Education:

- Bachelor or higher university degree in Mathematics, Informatics, Engineering or similar faculty, Economics with strong focus on Informatic
- Preferred already with experience working as university lecturer or assistant to know how universities are working and students to be addressed or alternative in a similar higher education institution with similar tasks.

Technical expertise:

- Moodle (expertise in other LMS is an advantage),
- LIME online survey platform is an advantage,
- Google forms,



CRYSTAL SYSTEM GROUP

We are hiring



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- Excellent MS Office knowledge Excel (PowerPivot and PowerQuery are an advantage), Word, Power Point (other visualization/reporting tools is an advantage),
 - CRM knowledge (vTiger knowledge an advantage)
 - GDPR rules and policy application knowledge and understanding
- Soft skills:**
- Strong problem-solving skills, intelligence, initiative
 - Excellent interpersonal and communication skills (detail oriented)
 - Stress resistant and multi-tasking capabilities
 - Fluent in English (verbal and written)

Working hours and locations:

The regular working hours at Crystal System are from 09:00 – 18:00 and include 1 hour of lunch break. The regular working place is the office of Crystal System in Bucharest.

The regular weekly working time is 40 hours per week but could be extended in case special events like conferences, business travels or project-/program related activities would make it necessary

Reporting Line:

Disciplinary the Educational Support Officer will be reporting to Director Crystal Talent Solutions.

Functionally the Educational Support Officer will be reporting to his/her Educational Manager.

In case this Job Announcement attracted your interested and is matching with your qualifications please apply to talents@crystal-system.eu or visit our career site at www.crystal-system.eu. Please check also our other open positions at www.ejobs.ro and look for Crystal System. Thank You!

Your Crystal Talent Solution Team