



Customized  
Educational  
Programs  
Abroad



CEPA, specializing in study abroad programs for American student groups in Europe, so called “faculty-led programs”, is looking for enthusiastic

## Coordinators

for American student groups in Athens.

### Main duties include:

- *Picking-up the students at the airport / train station and accompanying the group to all of its activities, for example to museums, companies, restaurants*
- *Providing information on the city and suggestions about what to do in the region*
- *Orientation walking tour and introduction to the Greek culture on the arrival day*
- *Contact person for questions, problems and emergencies (e.g. seeing a doctor)*

### Requirements:

- *Fluency in English and Greek*
- *Experience in similar jobs preferred*
- *Very good organization and communication skills*
- *Distinctive service orientation*
- *Applicants should live in Athens and know the city very well*
- *Reliability, flexibility, open-mindedness and a lot of commitment*

*This position's duration lasts 1 to 15 days and would therefore be most suitable for students looking for a temporary job.*

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For more information visit

<http://www.cepa-abroad.org/about-us/jobs-career/cepa-coordinator.html>

We are looking forward to receiving your comprehensive application including CV to  
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