

UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in the administrative position:

### INTERNATIONAL RELATIONS SPECIALIST/ OFFICER

The International Relation Specialist/Officer is the contact person of exchange students, supporting current students, promoting the university's interests abroad, often in collaboration with foreign universities and businesses. Below are some general duties involved in IRO:

#### Responsibilities:

- Building an international activity which is rooted in the academic strengths of the University;
- Enhancing the international opportunity for students;
- Strengthening regional cooperation and people-to-people connectivity;
- Liaising with relevant University stakeholders.
- Developing and coordinating international activities of staff and students;
- Supporting activities related to initiating and coordinating international cooperation with foreign universities and other institutions functioning in Education;
- Preparing Bilateral agreements on cooperation realized at the university level;
- Providing support to all UNYT units that want to make cooperation agreements on faculty and institutional level;
- Database of all the bilateral, Erasmus+ & Mevlana agreements with international universities and research institutions;
- Coordinating the exchange process for the incoming and outgoing students and staff,

#### Key Qualifications:

- Bachelor degree, preferably Master degree in International Relations, Communication, Marketing, Management ore related fields
- Experience in similar position
- Excellent research and project development skills
- Strong interpersonal, communication, and assessment skills
- Fluency in English language, knowledge of Turkish language is considered an advantage

#### Deadline for Applications: January 15<sup>th</sup> 2022

*For more information we invite all interested candidates  
to visit our website [www.unyt.edu.al](http://www.unyt.edu.al) (job vacancies section)*

Applicants need to demonstrate ability to strengthen the departmental and organization's profile. Cultural adaptability, the ability to collaborate well in a multi-ethnic environment.

#### Application:

Qualified candidates are kindly requested to send **by e-mail** at [hr@unyt.edu.al](mailto:hr@unyt.edu.al) the following

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, at least two professional references

#### IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL** candidates will have a feedback from Human Resources office.