

## Business & Communication Manager - iSchools Inc.

The iSchools organization seeks a highly motivated, creative, and dynamic professional to support iSchools staff and activities as **Business & Communication Manager**. The full-time vacancy will open on **1 January 2024**.

Closely working with the Executive Director, the successful candidate will be responsible for overseeing a broad range of operational activities within the organization. The Business & Communication Manager will identify opportunities for organizational growth, and develop necessary tools and processes to streamline and improve internal workflows, services and communication channels.

### Required Qualifications

- A Master's degree from an internationally highly regarded university is required, a degree in finances, communications, or a related field is a plus
- Experience with financial payment processors such as Stripe and PayPal or similar
- Experience with bookkeeping software such as Quickbooks or similar
- Fluency in writing and speaking English academically and professionally
- Fluency in at least one additional European or Asian language is required

### Strongly Desired

- Experience with website building software such as WIX or similar
- Experience with organizing and managing events or conferences including using underlying technologies such as Zoom, ConfTool, and SCOCS
- Experience with communication with a broad range of potential participants from the academic and technical world
- Residence in or near the Central European time zone is strongly desired to facilitate staff communication
- Willingness to attend face-to-face staff meetings when needed

### Responsibilities

- Contributing to the development of long term goals and objectives that support iSchools' strategic direction
- Supervising and managing Schools' finances including dues management
- Budget management as well as financial analysis and reporting
- Maintaining and advancing relationships with institutional members on a global scale
- Conceptualizing, developing, and testing individual membership models for the iSchools organization

- Organizing, planning, and supervision of the iConference in collaboration with staff and iConference hosts
- Evaluating the effectiveness of current iSchools assets and identifying areas for improvement
- Contributing to the development of the iSchools technical infrastructure to improve global communication channels for the iSchools community
- Willingness to work overtime on occasion especially during peak times of the iConference planning phases
- Traveling at least twice per year nationally and internationally. This would include the physical location of the iConference and business meetings as needed

## Salary

The salary is expected to be between **45,000 € - 60,000 €** (plus employer-paid benefits) depending on the individual's level of experience and skills.

## Remote work

The work will be conducted mainly remotely / from home-office.

## Application

Applications should include a cover letter and CV, and explicitly address the applicant's experience and skills relevant to this position. Women or under-represented minorities are strongly encouraged to apply. Applications will be reviewed as soon as they arrive. The call for applications will remain open until the position is filled. Please send your application to: [admin@ischools-inc.org](mailto:admin@ischools-inc.org)

## About the iSchools Organisation

The [iSchools](#) represent an international organisation of over 130 universities on all inhabited continents. A common interest in all aspects of research and teaching about information unites them. The [iConference](#) is an annual gathering of a broad spectrum of scholars and researchers from around the world who share a common concern about critical information issues in contemporary society. It pushes the boundaries of information studies, explores core concepts and ideas, and creates new technological and conceptual configurations - all situated in interdisciplinary discourses.