

Program Manager

Do you want to work in an international environment? Would you like to help international students gain admission to university studies in Finland? Join us and be part of building something meaningful!

Edunation is a fast-growing Finnish education company established in 2017. We help students from around the world to develop their skills through our Pathway to Finland program and to apply successfully to our partner universities in Finland. We are now looking for **a passionate Program Manager to manage and develop of our Pathway to Finland program.**

Your role and responsibilities

We are now looking for a Program Manager to take responsibility of running our Pathway to Finland program and leading our pathway team. At the same time, you will be planning our future programs and developing processes.

Your tasks will include the following:

- Responsibility for planning and monitoring program execution
- Close communication with existing stakeholders
- Plan semester schedules and timetables
- Plan and coordinate admission procedures together with stakeholders
- Work with our teachers and ensure successful course delivery
- Organise orientation sessions and prepare information materials for our students with the support of our pathway team
- Identify new business opportunities
- Administrative tasks such as maintaining student records and creating reports

What we expect from you

We are looking for someone with good project management skills and a can-do attitude. You will work closely together with our pathway specialists and course teachers. Your job is to coordinate tasks within the team and ensure our daily operations run smoothly. You will also have an important role in developing our processes and planning our future programs.

Here's what we expect from you:

- Postgraduate degree in a related field
- Teaching qualification or background in education field is considered as an advantage
- Strong leadership skills and team management skills. Experience of project management is an advantage.
- Good understanding of online teaching and learning
- Excellent IT skills. Experience of using learning management systems is considered as an advantage.
- Fluent in English

- Excellent written and oral communication skills
- Ability to work in an independent and organized manner
- Ability to prioritize and manage your time effectively

What we offer you

This position offers you a one-of-a-kind opportunity to be part of building something big! You will have a crucial role in developing our innovative pathway program that helps students from all over the world to reach their dream of studying in Finland.

At Edunation, you get to work on diverse tasks that give you valuable experiences for your career. We have a professional and open-minded work environment, where an individual's contribution is valued, and employees can make an impact.

Apply to this position by filling in the application form that is found on our website <https://www.edunation.co/contact-us/careers/>. The application deadline is **17.7.2022**. The position is to be filled as soon as possible. We hope you can start work on 15.8.2022 but the starting date is negotiable.

Questions and inquiries can be made by e-mail to careers@edunation.co

About our program

Edunation's **[Pathway to Finland](#)** program has been designed for international students wishing to earn a degree from universities in Finland. We aim to provide students with a smooth transition to university studies. Our program was launched in Spring 2021, and since then, we have already had over 150 students studying with us!

Our programs have been specifically designed for students who wish to start their university studies abroad, but do not yet meet requirements for direct entry. The program helps students to prepare for higher education studies and reach the skill level needed for university entry. The studies consist of English language studies and subject-specific studies.