

# UWC Robert Bosch College Vacancies for June 2025 or earlier

UWC Robert Bosch College (UWCRBC) is an international boarding high school for young people aged 16-19 from all over the world and with diverse backgrounds. Our students from around 90 different countries live and learn on campus for two years and acquire the International Baccalaureate Diploma (IB), which is internationally recognized as a study qualification. UWC Robert Bosch College Freiburg seeks dedicated and inspired educators who are committed to the intellectual, social, and ethical development of students. UWC Robert Bosch College values candidates who are drawn to the particular educational experience of the United World Colleges, and to UWC Robert Bosch College's unique mission within the movement.

From **June 2025 or earlier** UWC Robert Bosch College is seeking an

## **Alumni Engagement Coordinator and Career Counselor (m/f/d) on 100%,**

who has the desire and skillset to build up our capacity in Alumni Relations at UWC RBC and to support in the areas of University and Career Counseling. This position will play a crucial role in helping us build and maintain a strong network of former UWCRBC students. In addition, this position will support our career counselor and admission officer, especially around university counseling.

### Key Responsibilities:

- Active support of our Alumni community and expansion of the Alumni network through activities and projects (e.g. virtual and onsite events, reunions)
- Develop and maintain an Alumni database
- Provide support to and communicate with our Alumni
- Develop and maintain communication assets, such as newsletters or impact stories, to keep our Alumni informed and engaged
- Develop and implement alumni fundraising campaigns
  
- Contribute to the delivery of a comprehensive program of university advising services for our students
- Establish a personal advising relationship with our current students and help them in their process of planning, researching and applying to universities / identifying and understanding career options
- Coordinate the various university visits to our school
- Assist with the preparation of transcripts, school reports, counselor recommendations and other components of applications for universities or other programs

### Successful applicants are likely to hold these qualities:

- University degree (Bachelor or equivalent)
- A minimum of two years of relevant work experience, including in advising students with their career plans/university applications
- Experience in organizing events
- Ability to demonstrate initiative, be self-directed and work independently
- Excellent written and spoken English skills
- Strong communication skills and ability to work in a team
- Sound user knowledge of MS Office and databases, experience with college planning and career readiness platforms (such as Maia Learning, Naviance or similar) will be an asset

UWC Robert Bosch College offers to its employees the opportunity of broad individual professional development, the participation in an inspiring school community and a working place in an outstanding environment in one of the nicest cities in Germany.

We particularly encourage applications from candidates from diverse backgrounds and situations.

Interested applicants should send the following documents to [career@uwcrobertboschcollege.de](mailto:career@uwcrobertboschcollege.de): CV, brief cover letter, contact information for three referees.

**Contact:** Wiebke Ehmann (HR) | [career@uwcrobertboschcollege.de](mailto:career@uwcrobertboschcollege.de) | 0049-761-70839627