CASA Consortium for Advanced Studies Abroad

CASA Granada Job Description – Temporary Position 2027

About CASA

CASA is a non-profit academic consortium of twelve leading comprehensive research universities formed for the purpose of organizing and delivering rigorous education abroad programs in collaboration with leading world universities. CASA member institutions are Brown University, Columbia University, Cornell University, Dartmouth College, Georgetown University, Harvard University, Johns Hopkins University, Northwestern University, Trinity College Dublin, the University of Melbourne, the University of Pennsylvania, and Vanderbilt University. CASA associate member institutions are Amherst College, Barnard College, Grinnell College, and Swarthmore College. From its inception, the intention of CASA is to go beyond conventional study abroad, harnessing the combined resources of its member institutions — world-renowned faculty and highly inquisitive students — to deliver full immersion opportunities that engage students with leading academics and thought-leaders around the world.

Job Title

Program Coordinator

Job Description

This fulltime one-year position will report directly to the CASA Granada Center Director supporting the development and delivery of new academic programs designed to meet the evolving interests/needs of our students, while simultaneously performing duties that prepare for and facilitate the launch of these pilot programs.

CASA Granada offers a wide array of course options, co-curricular opportunities and cultural activities intentionally curated and interwoven to provide an immersive and holistic study abroad experience in Granada, Spain. Committed to Spanish language learning, academic rigor, and culturally respectful programming for all students, CASA Granada is located at the heart of the University of Granada. Our goal is to engage students in a deep understanding and experience of the local context through research, volunteering, language exchange, and thoughtful encounters with community members and leaders.

Specific Responsibilities

- Contribute to the design and pilot execution of new academic programs and custom tracks
- Contact and secure partnerships with relevant academic departments at the University of Granada, research centers, and community resources to support co-curricular programming
- Assist with the publicity materials and marketing strategies of the new tracks and programs, conduct peer benchmarking research, and collect consistent assessments and evaluation based on student interest
- Train in academic and administrative tasks including but not limited to: registrations, academic advising, grade reporting, etc., and provide support to the CASA Granada team as requested by the CASA Granada Director
- Support the Student Services Coordinator in areas of cultural acclimation, experiential learning and language exchange opportunities, and Spanish language tutoring

- Work directly with students to facilitate their integration – academic, cultural and linguistic – during their semester in Granada (Spring 2027 & Fall 2027)
- Lead cultural & co-curricular activities and assist with weekend excursions
- Contribute to CASA Granada initiatives related to inclusion and climate action
- Attend to student health and safety emergencies on a rotating basis
- Assist with the content management of the CASA Granada public and private websites
- Other tasks as assigned by the CASA Granada Director

Qualifications

- Must be legally authorized to work and live in Spain; this is a full-time in-person position (not hybrid or remote).
- Fluency in Spanish and English (C1+) required
- Master's degree required
- A minimum of three years' work experience in study abroad/international higher education
- Exceptional communication, listening and intercultural skills, team oriented
- Excellent critical and creative problem-solving skills, innovative and efficient
- Deep knowledge of higher education systems and philosophies in the United States and Spain, and of the college student experience in programs abroad
- Demonstrated ability to successfully navigate high-level conversations with institutional representatives, with diplomacy, cultural humility and fine-tuned negotiation skills
- Demonstrated ability to support, facilitate, and mediate cross-cultural interactions and linguistic exchanges, particularly for students coming from a US academic context.
- Candidates who are able to provide prior examples of creative and effective academic and/or linguistic program development will be especially considered
- Firsthand experience living, studying and/or working in Granada/Andalucía preferred

Location Granada, Spain

Duration January 11, 2027 – December 31, 2027

Submit resumes to:
Christine Kelly-Vereda
Director, CASA Granada
christine@granada.casa.education
Email Subject: Program Coordinator and your name

Priority will be given to applications received by November 15, 2026.