



Council on International Education Exchange

CIEE Germany GmbH | Gneisenaustr. 27 | 10961 Berlin, Germany , mbudde@ciecee.org, 030 6980 788 -22 /-12

The CIEE Global Center in Berlin and being a CIEE Buddy

CIEE is a nonprofit, nongovernmental organization, world leader in international education and exchange. For more than 65 years CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. Our mission is to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world. Most students are at the Global Institute for one semester, though some will be in residence for shorter-term programs. In addition to their studies, a full program of cultural and educational activities will connect the students to the community outside of their classrooms.

Job Title: CIEE Buddy, 3 or 7 or 13 Hours per Week

Duties include but are not limited to:

- As a buddy you will be the first contact for American students
- A buddy assists the students with everyday questions and tasks
- A buddy is encouraged to take the students to sports events, parties and other events that you yourself are interested in.
- The students will need help in getting used to the German way of living. You will support them by going shopping with them or similar things.
- You are the insider. You will be able to give them tips for cultural events, trips and favorite places
- You will accompany events, interest groups and organize various activities
- Buddies take on administrative tasks in the Student Life Office at the Global Center

Skills, Competencies, Requirements to Become a Buddy:

- Legal status permitting employment in Germany
- Advanced English communication skills and fluency in German
- Practical experience working in intercultural environments and familiarity with concepts of intercultural communications including conflict resolution
- Strong interest in supporting and working with American university students to help them gain broader cultural awareness of Berlin, Germany, and Europe

Compensation:

Rent-free accommodation in Global Institute Berlin (double room with en-suite bath/WC), shared kitchen facilities, WiFi throughout building.



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Interested Candidates:

Those who are interested in the English language and the American culture, are particularly welcome to apply with us. Send inquiry & CV via email to: mbudde@ciecee.org

CIEE Germany GmbH
Global Institute Berlin Gneisenaustr. 27
10961 Berlin

CIEE Core Values

We believe in respect, embracing and celebrating diversity while practicing open and honest communication. We believe in collaboration. In order to provide programs and services that are truly unparalleled, we draw upon the knowledge, skills, resources, and passion of the entire CIEE community. Finally, at CIEE we believe in innovation, pioneering solutions and using problem solving to help expand access to international exchange opportunities.

Some Facts About the CIEE Global Institute Berlin

The Global Institute is a new model of study-abroad, and the Berlin campus is its first location. Students live and study in the fully remodeled 1890s factory building at Gneisenaustrasse 27 in Kreuzberg. Students from American universities live in shared rooms over five residential floors.

The building features:

- 9 classrooms
- 5 lounges
- an event space
- a lobby with a café
- 85 student rooms (single, double, triple or quad occupancy)
- 4 communal kitchens
- shared laundry room
- 6 faculty apartments with two single rooms, a shared living room, kitchen and bathroom
- 2 faculty apartments with single and double rooms, a shared living room, kitchen and bathroom