



WORKING ENVIRONMENT AND CONTEXT

Notre établissement fait partie de l'Université PSL. Située au cœur de Paris, celle-ci fait dialoguer tous les domaines du savoir, de l'innovation et de la création. Classée parmi les 50 premières universités mondiales, elle forme au plus près de la recherche des chercheurs, artistes, ingénieurs, entrepreneurs ou dirigeants conscients de leur responsabilité sociale, individuelle et collective.

HOSTING STRUCTURE

MINES Paris - PSL is one of the most prestigious engineering schools in France and trains generalist engineers through an innovative and multidisciplinary educational experience in which engineering sciences are closely intertwined with the humanities and social sciences. This dual focus is further reinforced by its affiliation with PSL University, which ranks among the top 50 in international rankings and offers a unique opportunity to enrich students' academic journeys.

MISSIONS

MAIN TASKS

MINES Paris – PSL is launching the [**International Bachelor of Environmentally Engaged Engineering \(I-BE³\)**](#), a selective, English-taught undergraduate engineering program addressing major environmental and societal challenges. Based in Sophia Antipolis and developed in partnership with Chimie ParisTech – PSL, the program combines scientific foundations, project-based learning, and interdisciplinary teaching structured around selected Sustainable Development Goals (SDGs).

MINES Paris – PSL is seeking an Academic Program Coordinator to support the day-to-day administration and organization of the I-BE³ Bachelor program.

Reporting to the Director of Studies, the coordinator contributes to the smooth running of academic activities and provides operational and administrative support to students and faculty in an international environment. The role mainly focuses on course organization, student administration, and coordination of teaching activities, including semester projects and the CARE (Coaching, Accompaniment, Remediation, Enrichment) student support framework.

Key responsibilities include:

- Managing student administrative records and academic follow-up
- Organizing timetables, exams, and continuous assessment activities
- Monitoring attendance and maintaining academic information
- Acting as a contact point for students regarding day-to-day administrative matters
- Supporting the onboarding and administrative follow-up of international students
- Coordinating practical aspects of course scheduling and communication with faculty and students
- Providing organizational support for semester projects and tutoring activities
- Assisting with the collection and organization of course evaluations and student feedback
- Updating academic documents, schedules, and internal administrative tools

The position also includes occasional support for activities related to the development and promotion of the Bachelor program (events, admissions, communication, partnerships, etc.), as well as participation in the collective activities of the Academic Affairs Division of MINES Paris – PSL.

The role requires strong organizational skills, attention to detail, and the ability to work in a dynamic and multicultural environment.

APPLICANT PROFILE

KNOWLEDGE AND QUALIFICATIONS EXPECTED

Required qualifications:

- Bachelor's or Master's degree (Bac+3 to Bac+5) in administration, education, or related fields
- First experience in administration, coordination, or student services (higher education is a plus)
- Strong organizational and time management skills
- Good communication skills in an international context
- Ability to work with standard digital tools (Excel, shared platforms, basic information systems)
- Fluent in English
- Working proficiency in French

Preferred qualifications:

- Experience in a higher education environment
- Familiarity with academic organization (semesters, ECTS, exams)
- Experience working with international students

Personal qualities:

- Service-oriented and approachable
- Reliable, organized, and detail-oriented
- Ability to work both independently and as part of a team
- Comfortable in a dynamic and evolving environment

Working Conditions

- Full-time position
- Based on-site at Sophia Antipolis (Campus Pierre Laffitte)
- Reports to the Director of Studies of the I-BE³ Bachelor
- Compensation according to institutional framework

Mines Paris – PSL is committed to supporting and promoting equality, diversity, and inclusion through an open and transparent recruitment process.

Mines Paris – PSL is also committed to fostering the professional integration and career development of individuals with disabilities.

Application

Applicants should submit:

- A curriculum vitae
- A cover letter outlining motivation and relevant experience

DIPLÔME ET EXPÉRIENCE PROFESSIONNELLE

Bac+3, Bac+5

NON DISCRIMINATION, OUVERTURE ET TRANSPARENCE

Notre établissement, comme l'ensemble de l'Université PSL, s'engage à soutenir et promouvoir l'égalité, la diversité et l'inclusion au sein de ses communautés. Nous encourageons les candidatures issues de profils variés, que nous veillerons à sélectionner via un processus de recrutement ouvert et transparent.

CONTACT

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OTHER INFORMATION

Branche d'activité Professionnelle : **BAP J**

Wage : **De 30000.0 à 40000.0 € (Euros) par an**

Type de contrat / de poste : **CDD**

Durée du contrat : **3 an(s)**

Reference
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