Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Job Announcement: Program Officer (full-time)

About DAAD

The German Academic Exchange Service (DAAD) is the world's largest funding organization for cross-border academic cooperation and the international exchange of students and researchers. Its members are German universities and their student bodies. 20 Regional Offices worldwide and 35 additional Information Centers on Germany as a location for higher education and research make an important contribution to the DAAD's international expertise.

The DAAD Regional Office in New York was opened in 1971. It is responsible for the US and Canada and works in close collaboration with DAAD headquarters in Bonn. The DAAD is represented in North America by its Regional Office in New York, supported by the information centers in San Francisco and Toronto. The Regional Office is responsible for bilateral (or regional) scientific cooperation and carries out preliminary and final selection processes for DAAD programmes. The head of the Regional Office is also responsible for the day-to-day management of the German House for Science and Innovation (DWIH) in New York.

The DAAD Regional Office in New York is seeking a motivated, creative, outgoing person to join our team as **Program Officer (full-time)**. This is an in-house position. **Anticipated starting date: February 1, 2027**. The initial contract will be two years, with likelihood of renewal.

Responsibilities include:

- Serving as primary contact for incoming students from Germany
- Assisting DAAD grantees from Germany with academic placements at U.S. and Canadian universities
- Providing advising services for incoming students before and during their stay (e.g. admissions process, health insurance, visa application)
- Managing tuition agreements and tuition waiver processes with partner universities in North America
- Organizing events for students and scholars from Germany
- Assisting the DAAD Berlin office in administering and marketing the Germany Close Up program https://www.germanycloseup.de
- Coordinating and conducting virtual and in-person outreach events in partnership with German institutions and schools in the United States
- Providing information on the German higher education system, study opportunities, DAAD scholarship programs and university admission requirements for individuals from all academic disciplines and at different stages of their academic careers, in particular students, researchers, university professors and higher education administrative staff
- Supporting the drafting of country-specific reports, publications and promotional materials for various communication channels (website, newsletters, social media, etc.)
- Supporting the drafting of analytical reports on the respective higher education markets in the US and Canada through the preparation of DAAD country profiles and analyses of education systems

Requirements:

- English and German fluency
- Bachelor's degree and at least 4 years of relevant work experience
- Good knowledge of US, Canadian and German higher education systems
- Experience with study abroad programs, scholarship programs and international exchange
- Excellent organizational skills with great attention to detail
- Database management and IT skills
- Outstanding communications capabilities, including public speaking
- Ability to work independently and as part of a team
- Intercultural competence
- Willingness to travel as needed

Salary range: USD 81,500 – USD 89,000, depending on experience, plus health and retirement benefits. Paid vacation and sick leave.

Applicants must be U.S. citizens or green card holders. Please indicate on your CV whether you are a US citizen or a green card holder.

Please send your CV and a cover letter via e-mail to Ms. Solveig Berkman berkman@daad.de with the subject line "Program Officer DAAD".

Application deadline: November 23, 2026