



EducationUSA

Junior Adviser/Program Assistant

Position Announcement

POSITION CLOSED: August 6, 2019

CONTRACT PERIOD: September 1, 2019 – September 30, 2020

SUMMARY: The Kyiv office of American Councils for International Education: ACTR/ACCELS (American Councils) is currently seeking a reliable candidate to fill the position of EducationUSA Junior Adviser/Program Assistant. The EducationUSA Junior Adviser/Program Assistant provides basic advising to all inquiring students, parents, and professionals, as well as assists with implementation of EducationUSA special projects. The incumbent reports to the EAC Senior Adviser and American Councils Country Director. The position is full-time, 40 hours a week.

RESPONSIBILITIES:

- Delivers basic in-person and virtual advising on the educational opportunities in the U.S. to students, parents, and professionals.
- Makes logistical arrangements and processes payments for the EAC special projects.
- Provides support to virtual outreach and promotion of the EAC and its activities Ukraine-wide through such platforms as: www.americancouncils.org.ua, www.educationusa.org.ua, www.educationusa.state.gov, Facebook, Instagram, YouTube, and others.
- Assists EAC with maintenance of cohort advising programs, as assigned.
- Assists during planning and implementation of all EAC annual events, such as U.S. education fair, International Education Week, Alumni Fair, Pre-Departure Orientation, and others.
- Performs EAC representative tasks, as assigned.
- Designs presentations in Prezi, Power Point, and other platforms.
- Takes incoming calls, helps clients to navigate through EAC's web platforms, activities, services, and appointments.
- Assists other EAC staff members, as assigned.

QUALIFICATIONS:

- Bachelor's degree or equivalent, or in the last year of studies.
- Verbal and written fluency in English and Ukrainian and/or Russian.
- Preference will be given to applicants with experience with the U.S. educational system and/or U.S. Department of State educational exchange program(s).
- High level of attention to detail.
- Excellent time management, planning and implementation, analytical, and computer/internet skills.
- Knowledge of and interest in U.S. higher education system.
- Cross-cultural skills, especially in the area of communication.
- Ability to forge and develop connections and work cooperatively with partners and stakeholders from various sectors including higher education communities, government, and private companies.
- Willingness to travel occasionally and work non-traditional hours (evenings/weekends).

TO APPLY:

Submit a cover letter with a current resume before the closing date via e-mail:

hr@americancouncils.org.ua. Please note the title EducationUSA Junior Adviser/Program Assistant in the Subject line of your message. Applications submitted later than August 6, 2019 will not be considered.