

JOB DESCRIPTION

Job Title: Prep4Success Program Associate
Reports to: Prep4Success Program Director
Issuing Date and Application Deadline: Issuing Date: August 12, 2019 - Application Deadline: August 30, 2019

POSITION OVERVIEW

(summarize in 2 – 3 sentences the overall mission of the job)

This temporary 12 months position will serve as an program administrative staff in support of American Councils efforts to provide promising young Turkmen citizens with the knowledge and skills necessary to successfully enter U.S. colleges and universities, independently, while increasing their chances of receiving financial aid. This is a full-time 40 hour per week position.

OBJECTIVES

(main duties and responsibilities)

- Assisting the Program Director in all aspects of Prep4Success program administration and logistical support;
- Assisting in procurement, expense reporting, and narrative reporting;
- Coordinating scholarship requests and committee approvals;
- Serving as Prep4Success program recruitment lead and assisting in all aspects of participant selection;
- Receiving/collecting applications and preparing them for program selection process and interviewing;
- Consulting and advising potential applicants on application forms and other relevant documents;
- Collecting and processing program feedback;
- Responding to requests for information;
- Maintaining and analyzing participant databases;
- Holding information sessions and developing advertising materials;
- Assisting at program events, including preparing materials and folders, assisting in logistics;
- Administering standardized tests, if needed;
- Availability to work 40 hours per week, occasionally on weekends or evenings can be required;
- Participate in special workshops and events occasionally on weekends or evenings;
- Work in close cooperation with American Councils Ashgabat and Washington, D.C., outside consultants, as well as, the U.S. Embassy in Turkmenistan;
- Other program-related tasks, as required and assigned

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Prep4Success Program Associate

Required Skills and Competencies:

- Strong English, Russian, and Turkmen language skills required;
- Ability to manage multiple priorities quickly and effectively;
- Ability to work independently while contributing to an overall team effort;
- Effective, professional, interpersonal skills
- Accurate, punctual and flexible;
- Excellent organizational and time-management skills;
- Good communication skills.

Education and Experience:

- Knowledge of U.S. higher education system, application process, and related testing;
- Required education: bachelor's degree in relevant field;
- Previous working experience in program/project management;
- Hands-on experience in budgeting and reporting;
- Experience in delivering presentations and public speaking;
- Experience of working effectively with a team.
- Computer skills: database, spreadsheets, email, and Internet;

About American Councils and Employment Benefits:

American Councils is a legal entity in Turkmenistan under the Foreign Assistance Agreement between the governments of the United States and Turkmenistan for the purpose of implementing U.S. Embassy education and cultural exchange programs in Turkmenistan. Staff receive a market salary, a monthly health stipend, work 5 day/40 hour week, earn 20 days of paid vacation and 12 days of paid sick leave a year, and are compensated for overtime with additional paid vacation. American Councils maintains a friendly, informal office environment. For further information, please call +99312-36-90-16/21/22 (ext. 113)

Application instructions:

To apply, send a Resume/CV and a cover-letter that includes expected monthly salary to American Councils for International Education or by e-mail to info@americancouncilstm.org. Please indicate the name of the position in your application and email subject line. Only candidates with complete applications will be reviewed.

Application deadline:

Application Deadline is August 30, 2019