

JOB DESCRIPTION

Job Title:
Dashoguz American Corner Assistant
Reports to:
Dashoguz American Corner Representative
Issuing Date and Application Deadline:
Issue Date: September 16, 2019 Deadline for Application: September 24, 2019

POSITION OVERVIEW

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

This position is responsible for assisting Dashoguz American Corner Representative in coordination of alumni work in the region. This position reports directly to the manager of the Dashoguz American Corner and requires frequent coordination with the American Corners Grant Manager and FLEX Alumni Coordinator at American Councils.

OBJECTIVES

(main duties and responsibilities)

- Writing monthly reports on alumni activities to be submitted to the Alumni Coordinator in Ashgabat at the end of each month;
- Writing weekly highlights on all activities to be submitted to the American Corner Manager and to the Education USA adviser at the end of each week;
- Providing coordination and encouragement to alumni and to volunteers as they plan and execute activities;
- Working with alumni and volunteers to develop proposals and budgets for alumni and other projects. Submitting these proposals to the American Corner Representative and to the FLEX Alumni Coordinator in Ashgabat;
- Organizing monthly alumni and volunteers meetings;
- Assisting the American Corner Representative and EdUSA Adviser in developing the monthly events calendar, based on visitors and alumni interests;
- Helping to involve Dashoguz region alumni in Pre-Departure Orientation and Re-entry seminars;
- Maintaining regular contact by telephone with alumni in your region and informing them about scheduled events in Dashoguz and elsewhere in Turkmenistan;
- Reporting on alumni news for posting on the American Councils web site and other publications;
- Actively gathering information about alumni successes for the monthly report;
- Assisting the American Corner Representative and EdUSA Adviser with other duties, as necessary;
- Performing other related duties as required and assigned by your supervisor, Country Director and American Corners Grant Manager.

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Dashoguz American Corner Assistant

Required Skills and Competencies:

- Candidates should be mature individuals with a professional attitude, possess strong verbal and written communications skills in Turkmen, English, and Russian, and be highly organized;
- Good knowledge of the U.S. Culture and U.S. higher education system/structure (experience participating in it is preferred);
- Strong writing, communication, cross-cultural, and interpersonal skills;
- Ability to work in a team;
- Be punctual.

Education and Experience:

- Previous office experience preferable;
- Higher education is a bonus but not necessary;
- Strong MS Word, Excel, Outlook, Internet, email, scanning, faxing, and other general computer skills.

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 only a 5 day/40 hour week, immediately start earning 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 +993-12-36-90-16.

Application instructions:

To apply, send your Resume/CV and Cover-letter that includes expected salary to the following e-mail: acdashoguz@americancouncilstm.org. Please indicate the name of the position in your application and email. Please note that only top candidates with complete applications will be invited for an interview.

Application deadline:

September 24, 2019.