AMERICAN COUNCILS
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TURKMENISTAN

JOB DESCRIPTION

Job Title:
Advanced SAT and Quantitative GRE Advisor
Reports to:
THE Prep4success Program Director
Issuing Date and Application Deadline:
Issuing Date August 4, 2015 - Application Deadline August 14, 2015

POSITION OVERVIEW

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

This position will serve as an adviser and curriculum developer 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)

- Advise students in the English language on advanced SAT and Quantitative GRE;
- Mentor and develop students to acclimate them to the U.S. higher education environment and standards;
- Maintain office hours to support current program participants;
- Track participant progress and provide recommendations for self-study to improve their performance;
- Evaluate and refine the curriculum components in consultation with the Program Director, other advisers, and contract consultants;
- Conduct workshops and outreach in other regions of Turkmenistan;
- Participate in special workshops and events occasionally on weekends or evenings;
- Attend professional development events, some of which may be outside Turkmenistan;
- Assist with recruitment and processing of incoming program applications;
- Assist in the collection of and processing of program feedback;
- Work in close cooperation with American Councils colleagues in Ashgabat and Washington, D.C., consultants, as well as the U.S. Embassy in Turkmenistan;
- Other program-related tasks, as required and assigned.

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Advanced SAT and Quantitative GRE Advisor

Required Skills and Competencies:

- Availability to travel to the regions or internationally to conduct or participate in trainings required;
- Availability to work 40 hours per week, occasionally on weekends or evenings required;
- High official scores on SAT, GRE, or other US tests preferred but not required;
- Demonstrated advising, training, or teaching ability preferred but not required;
- Strong English, Russian, and Turkmen language skills preferred but not required;
- Ability to manage multiple priorities quickly and effectively;
- Ability to work independently while contributing to an overall team effort;
- Effective, professional interpersonal skills.

Education and Experience:

- Strong overall knowledge of the U.S. higher education system required;
- Experience as a student or teacher in the U.S. higher education system or a model of it (i.e. AUBG) required;
- Experience in teaching GRE and SAT preferred but not required;
- Experience in taking or teaching US relevant standardized tests such as TOEFL, SAT, or GRE preferred but not required;
- Demonstrated experience in developing training or teaching curriculum preferred but not required;

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 US 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 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 +993-12-97-10-16.

Application instructions:

To apply, send a Resume/CV and a cover-letter that includes expected salary to American Councils for International Education (48A Gorogly Street), or by email to associatep4s@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 August 14,2015