AMERICAN COUNCILS
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TURKMENISTAN

JOB DESCRIPTION

Job Title:
EducationUSA Adviser / Activity Coordinator at Turkmenabat American Corner (TAC)
Reports to:
Turkmenabat American Corner Representative
Issuing Date and Application Deadline:
Issue Date: August 5, 2015 Deadline for Application: August 19, 2015 by 17:30

POSITION OVERVIEW

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

This position will coordinate TAC activities, training/mentoring of volunteers, and resource management as well as leading EducationUSA and related to U.S. higher Education promotion activities. Works in close coordination with the Education Advising Center in Ashgabat and other American Councils program coordinators to increase the amount and quality of content at TAC.

OBJECTIVES

(main duties and responsibilities)

• Organizing creative and quality presentations, workshops, and other projects at TAC;
• Assisting visitors with using TAC resources that meet their interests and academic goals;
• Training, mentoring, and supporting TAC volunteers on how to lead projects of their own;
• Coordinating and sharing best practices with other Corners and USG sponsored centers;
• Managing all aspects of the Corner in the absence of the TAC Representative;
• Giving presentations and responding to inquiries related to U.S. higher education opportunities;
• Supporting through advice and feedback individuals independently applying to U.S. institutions;
• Performing outreach and promoting educational opportunities in the U.S. through alumni of U.S. government programs and the general public, especially previously underserved populations;
• Organizing and conducting workshops, presentations, seminars, and other EdUSA projects;
• Providing information about and consultations on Opportunity Funds Program & other initiatives;
• Ensuring that the TAC contains fresh & accurate information about U.S. higher education;
• Keep track of statistics and submit it with progress reports to TAC Representative;
• Creatively coming up with new ways to promote EdUSA better and attract new audiences;
• Providing administrative support to TAC as needed and assigned;
• Assisting U.S. higher education institutions with reaching out to audiences in Turkmenistan;
• Performing other related duties as required and assigned by both the Turkmenabat American Corner Representative and American Councils Country Director.

JOB DESCRIPTION

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EducationUSA Adviser / Activity Coordinator at Turkmenabat American Corner (TAC)

Required Skills and Competencies:

• Knowledge of the U.S. higher education system and structure
• Strong writing, communication, cross-cultural, and interpersonal skills
• Strong English language skills; Turkmen and/or Russian language skills (both preferred)
• Demonstrated training or teaching, organizational, and problem solving skills
• Ability to work independently, manage multiple priorities, and contribute to a team effort
• Proven effectiveness in a cross-cultural work environment
• Effective, professional interpersonal skills
• Positive and enthusiastic attitude

Education and Experience:

• Bachelors/Undergraduate or Associates degree required (from a US institution preferred)
• Experience developing, organizing and implementing projects (at an American Corner preferred)
• Experience training and mentoring volunteers (at an American Corner preferred);
• Experience in academic advising, the U.S. higher education application process, and standardized testing (preferred);
• Strong MS Word, Power Point, 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 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 start accruing 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 Turkmenabat AC Rep.; E-mail: acturkmenabat@americancounsilstm.org or bring to 33 Garashsyz Diyar Street, Turkmenabat 746100, Turkmenistan.T (422) 3 37 71Please indicate the name of the position in your application and email. Only top candidates with complete applications will be interviewed.

Application deadline:

August 19, 2015 by 17:30