

JOB DESCRIPTION

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| Job Title: EducationUSA Junior Adviser |
| Reports to: EducationUSA Country Coordinator |
| Issuing Date and Application Deadline: Issue Date: February 10, 2022 Deadline for Application: February 23, 2022 (Wednesday) by 17:30PM |

POSITION OVERVIEW

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

This is a FULL-TIME TEMPORARY six-month position that will assist the US higher education preparation initiatives as well as EducationUSA projects in Turkmenistan. The position will work in close coordination with the EducationUSA Country Coordinator to increase the amount and quality of U.S. higher education related projects in Turkmenistan.

OBJECTIVES

(main duties and responsibilities)

Main Duties:

- Assisting with the alumni information collection and tracking success stories, academic performances and updates for reporting purposes;
- Assisting with the diagnostic test administration and grading, providing feedback on the academic writing assignments and grading;
- Monitoring program progress reports for cohorts group in Turkmenistan;
- Facilitating independent group-study sessions with the cohort group to monitor and track group inquires and program progress;
- Developing weekly, monthly and other writing reports necessary for program operations
- Assisting with developing procurement items, when necessary to all U.S. higher education projects;
- Coordinating travel dates and calendar on a monthly basis with U.S. higher education preparation staff;
- Assisting with statistics collection and other required reporting as assigned;
- Assisting visitors with using resources that meet their interests and academic goals;
- Providing logistical support for the U.S. higher education projects and activities (i.e. booking hotel, requesting tickets, assisting with event catering and coffee breaks, etc.);
- Organizing and maintaining reports, participants database, and presentation files;
- Helping with the social media contents and advertisement materials promoting US study opportunities;
- Performing other related duties as required and assigned by the EducationUSA Country Coordinator, Higher Education Program Director, and the American Councils Country Director.

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EducationUSA Junior Adviser

Required Skills and Competencies:

- Knowledge of and experience with 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 experience of international standards for academic writing such as MLA, APA, or other citation system (will be tested);
- 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;
- Initiative, creativity, and passion for helping persons achieve their academic goals;

Education and Experience:

- Bachelors/Undergraduate or Associates degree required from a U.S. or foreign institution with a U.S. academic model (i.e. AUBG);
- Experience training and mentoring volunteers, developing, organizing and implementing projects;
- Experience in academic training, the U.S. higher academic writing (preferred);
- Strong MS Word, Power Point, Excel, Outlook, Internet, email, scanning, faxing, reports submission 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, 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. American Councils maintains a friendly, informal office environment.

Application instructions:

To apply, you must send:

- 1) Resume/CV
- 2) Cover Letter that explains your interest in the position and includes expected salary
- 3) Two recent recommendation letters - i.e. one academic and one professional (strongly advised)
- 4) Academic writing sample from college/university level with a grade mark
- 5) Copy of TOEFL or Duolingo score report, if available

Application packages should be sent to the EducationUSA Country Coordinator at ahudaybergenova@americancouncilstm.org. In the subject line of your email, please indicate the name of the position you apply for. Only top candidates with complete applications will be interviewed. Candidates will also be tested in math and English language; their writing skills will also be evaluated as part of the application process.

For further information, please call (993) (63) 50-20-36; (993) (62) 30-82-26; or visit our website at <http://americancouncilstm.org>.

Application deadline:

February 23, 2022 (Wednesday) by 17:30PM