



GRE Adviser – Full Time Ashgabat, Turkmenistan

POSITION SUMMARY

The GRE Adviser is a full time (40 hours/week) position based in Ashgabat, Turkmenistan. The GRE Adviser will provide instruction on all components of the GRE test, including Quantitative Reasoning, Analytical Writing, and Verbal Reasoning in both in-person and distance learning tracks. In addition to test preparation, the GRE advisor will provide instruction in academic reading and writing. The GRE Adviser will keep track of participants' progress and provide recommendations to improve their performance. The GRE Adviser will also develop, evaluate, and refine curriculum components; as well as administer participant recruitment and alumni tracking. The GRE Adviser will also organize enrichment and cultural activities for program participants.

POSITION RESPONSIBILITIES

- Develop a GRE curriculum, in cooperation with the Director of Higher Education Programs in Turkmenistan, to meet the specific needs of aspiring graduate students in Turkmenistan;
- Work with EducationUSA Advisers to create academic advising plans for all participants;
- Conduct 4-hour live sessions every Sunday during the program cycle;
- Conduct 2-hour online sessions on Thursdays during the program cycle;
- Communicate with participants between sessions via email, phone, and/or social media;
- Grade assignments and tests, providing useful feedback for participants;
- Complete administrative tasks, including managing participant and alumni records, writing reports, attending meetings, and arranging guest speakers;
- Provide classroom instruction in reading comprehension, academic writing, and mathematics.

QUALIFICATIONS

- Graduate degree or equivalent required;
- Experience in curriculum development;
- Experience leading classes or workshop sessions for adults;
- Excellent time management and organizational skills;
- Demonstrated problem solving skills;
- Ability to work independently while contributing to an overall team effort;
- Excellent verbal and written communication skills in English;
- Ability to prioritize multiple tasks in an organized manner;



- Availability to work nights and weekends;
- Availability to travel to the Regions to conduct program recruitment;
- Experience teaching or studying in the U.S. education system preferred;
- Experience teaching U.S. standardized tests (i.e. TOEFL, SAT, GRE) preferred.

TO APPLY

Please send a cover letter and CV/Resume to jobs@americancouncilstm.org

Please indicate the name of the position in the subject line of the email. The deadline for applications is Friday July 7th, 2023

EQUAL EMPLOYMENT OPPORTUNITY

American Councils is committed to taking affirmative steps to enhance employment opportunities for minorities, women, veterans, and people with disabilities, and strives to ensure that meaningful employment and promotional opportunities are maintained for everyone. American Councils' commitment to equal employment opportunity is based not only on federal requirements, but also on a longstanding commitment to maintaining a diverse workforce reflective of the communities in which we operate.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.