

Regional Educational Advising Coordinator position

Position Description

SUMMARY:

The Regional Educational Advising Coordinator (REAC) for Eurasia is responsible for supporting the network of EducationUSA Advising Centers (EACs) in the Eurasian region specifically, and cooperating with REACs in a worldwide team. The Regional Educational Advising Coordinator (REAC) Program, funded by the Department of State, Bureau of Educational and Cultural Affairs (ECA) is designed to foster international student mobility between the United States and the rest of the world through the EducationUSA network. The REAC serves as a liaison between the EAC network in the region and U.S. government agencies, institutions of higher education in Eurasia and the U.S., and other international education organizations. Primary responsibilities include consulting with Public Affairs Sections (PAS) in Eurasia and Central Asia as well as the Bureau of Educational and Cultural Affairs (ECA) and Institute of International Education on the direction and priorities of educational advising and carrying out initiatives to build the capacity of the EducationUSA network. The REACs work directly with EACs and administering organizations to ensure high-quality services are delivered across the region. The position also oversees the implementation of Opportunity grants in countries in the region.

The REAC is based in Moscow, Russia and works directly with PAS and ECA and the worldwide network of REACs, as well as the Director of REAC Services at the Institute of International Education which provides services to the REAC Program. The REAC for Eurasia also works closely with the leadership of organizations providing advising services. The REAC for Eurasia works in especially close consultation and cooperation with REACs working in bordering regions to provide necessary support to EACs in countries with shared history and languages.

The position involves a rigorous schedule of about 50% of time spent traveling.

Responsibilities:

Leadership and representation:

- * Maintains active contact with the ECA and PAS regarding EAC developments and strategy, including providing reports and statistical analysis on developments in higher education and related reform in the region
- * Coordinates program activities and links EACs to other relevant organizations like NAFSA: Association of International Educators,

American Corners/Centers, Internet Access and Training Program, College Board, ETS, Overseas Association of College Admissions Counselors, U.S. institutions of higher education, education tour providers, and other associations

- * Represents the Eurasian EAC community in individual consultations, public appearances, and meetings with potential and existing partners, and the interests, goals, and objectives of ECA/A/S/A more broadly to develop the EducationUSA network
- * Promotes the Virtual Consulting Office in and out of the EducationUSA network and provides strategic guidance to VCO management
- * Works with advisers to complete the EAC certification process and ensure compliance with ECA/A/S/A website and statistics-reporting requirements are met
- * Monitors center activities through e-mail and phone communication
- * Delivers site visit reports to ECA, PAS, EACs, and appropriate administering organizations
- * Manages REAC budget and supplementary funds, working with American Councils to disburse funds and providing reports in a timely manner
- * Maintains a database of EducationUSA Advising Centers with current contact information, and ensures relevant data is current on the ECA/A/S/A's website: <http://www.educationusa.state.gov/centers/>
- * Develops annual work and travel plans in collaboration with ECA and IIE

Evaluation, training and support:

- * Travels to advising centers to conduct needs assessment, provide training, and facilitate strategic planning
- * Evaluates, updates, and develops training materials
- * Collects and shares best-practices/strategies for new projects, services or programming directions through newsletters, electronic bulletins, or other means
- * Shares information on other training opportunities for advisers funded by ECA and others
- * Maintains the REAC-Eurasia web page as a resource for advisers and U.S. university staff on Eurasian advising topics, adviser training, and EAC events
- * Moderates the REAC-Eurasia advisor listserv and encourages active adviser participation in advising listservs
- * Selects advisers for internship training programs (ITP), organize and coordinate the ITP

- * Evaluates the effectiveness of workshops and trainings

QUALIFICATIONS:

- * Graduate degree related to region in: economics, international education or development, history, or related area
- * Fluent in English and one or more regional language, Russian preferred;
- * Experience living and traveling in the region, and a demonstrated willingness and ability to undertake an ambitious travel schedule
- * Expert knowledge of the system of higher education in the U.S., including such issues as accreditation, distance learning, the admissions process, standardized testing, and financial aid, as well as of the educational system of the region and current reform issues
- * Experience in budget and human resources management
- * Supervisory experience; experience supervising host-country national staff
- * Cross-cultural skills, especially in the area of communication
- * Excellent time management, strategic planning and implementation, analytical, and computer/internet skills
- * Experience in public speaking and in professional training activities
- * Ability to forge and develop connections and work cooperatively with partners and stakeholders from various sectors including higher education communities, U.S. and host country government, private companies, NGOs, and media

TO APPLY:

Send letter/resume and salary requirements to HR Department, American Councils, 1776 Massachusetts Avenue, Suite 700, Washington, DC 20036.
 Fax: 202-572-9095 or 202-833-7523; email: resumes@americancouncils.org .
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