

POSITION DESCRIPTION

Job Title: Regional Educational Advising Coordinator

Division: D562

Reports to: Director, REAC Services

Region: Southeast Asia

Countries: Brunei, Burma, Cambodia, Timor-Leste, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, and Vietnam

Posted: September 2009

Location: within region, to be determined

Type: Full-time

Purpose of Position: The Regional Educational Advising Coordinator (REAC) Program is designed to foster international student mobility between the United States and the rest of the world through the EducationUSA network. The REAC fosters student mobility between the United States and Southeast Asia working with the U.S. Department of State Bureau of Educational and Cultural Affairs to oversee and support a regional network of advising centers. REACs act as a resource on educational systems and exchanges; provide assessment, direction, training and quality control of EducationUSA advising centers; and develop and promote the EducationUSA network.

Principal Responsibilities:

1. Represent the interests and goals of the U.S. Department of State to develop the EducationUSA advising network throughout the region.
2. Liaise with U.S. Embassy Public Affairs sections in the management and support of educational advising and develop strategies to enhance advising services.
3. Improve EducationUSA advising services in the region by providing information and guidance, adviser training and quality assurance assessment for centers.
4. Evaluate and follow-up on advising center activities, resources and training needs to ensure the highest possible quality of advising operations.
5. Ensure that advisers maintain comprehensive and up-to-date web-based content for U.S. colleges and universities looking to recruit qualified students and expand internationalization efforts in the region.
6. Identify and/or develop innovative tools and train advisers to promote educational advising services and U.S. higher education to a wide audience.
7. Assist in the management of grants for educational advising and support additional State Department-funded programs throughout the region, such as Opportunity Funds.
8. Collaborate with the REAC network and U.S. Department of State to develop the tools for the global EducationUSA advising network. Contribute to the quarterly EducationUSA Connections journal and the EducationUSA website.
9. Produce newsletters or develop other methods of sharing information among advising centers on a variety of matters related to educational advising.
10. Develop country, sub-regional or regional training programs for advisers, in collaboration with State Department.
11. Maintain a database of EducationUSA advising centers with current contact information and ensure that contact information is correctly entered on the EducationUSA website.
12. Ensure centers' compliance with State Department standards on website requirements, center usage statistics, fact sheets and others as required.
13. Research and analyze data on international student mobility and regional educational systems to inform State Department and U.S. institutions of higher education on effective methods to increase student

mobility. Contribute to the quarterly State Department newsletter to U.S. institutions of higher education. Propose and present sessions at U.S. and regionally-based international education conferences to promote EducationUSA and inform U.S. colleges and universities of regional educational and student mobility trends.

14. Develop annual work and travel plans in collaboration with State Department.
15. Work with State Department and IIE on budget matters related to travel, programmatic budgets and/or issues of employment (subcontracting).
16. Provide site visit travel reports and other reporting to State Department.
17. Other tasks as identified and discussed with State Department.
18. Extensive travel (~50% of time) required.

Qualifications: Education/Experience/Skills:

- Masters or equivalent academic degree and employment experience.
- Minimum 5 years of experience working within an international educational system and 2 years of management experience.
- Experience working within the region of hire and familiarity with the higher education system for that region.
- English required and fluency in a local language preferred.
- Strong knowledge of the U.S. higher educational system.
- Proven cross-cultural skills, particularly in the area of communications.
- Ability to work effectively with partners and stakeholders from various sectors: academic, professional, corporate, student, government, U.S. Embassy, NGO, media, etc.
- Strong analytical, information-gathering, writing, and oral presentation skills.
- Strong financial and personnel management experience.
- Excellent skills in time management, problem-solving, leadership, marketing, planning and negotiation.

The Institute of International Education is an Equal Opportunity Employer.

No telephone inquiries, please. If interested in applying, please send resume and cover letter to HR-DC@iie.org or fax to (202) 326-7754. Please indicate your salary requirements with your resume.

Background Information:

An independent, nonprofit organization founded in 1919, the Institute of International Education (IIE) is one of the world's largest and most experienced global higher education and professional exchange organization. IIE designs and implements programs of study and training for students, educators, young professionals and trainees from all sectors with funding from government and private sources.

Through oversight and funding from U.S. Department of State's Bureau of Educational and Cultural Affairs and under a cooperative agreement between ECA and the Institute of International Education, IIE's Global REAC Program fosters international student mobility between the United States and the rest of the world through support and promotion of the EducationUSA advising network. For more information on IIE's role with the EducationUSA network, please visit www.iie.org/educationusa and <http://educationusa.state.gov>.