

Position Description

Job Title: Program Officer

Grade: 82

Incumbent: New Position

Reports to: Director, USP

Division: U.S. Student Programs

Department: Exchange Programs

Purpose of Position: To administer Fulbright grants for a designated world region and/or country programs. To work with the Senior Program Manager and other staff on US Student Program projects, scholarships, grants and/or awards as assigned. To work with the Assistant Director in administration of on-line reports and National Screening Committee development.

Principal Responsibilities:

US Student Fulbright Program:

1. Manages grant funds for assigned region/countries (currently South and Central Asia and Germany). On a day-to-day basis, maintains contact with DOS and overseas Fulbright Commissions and Posts and assures an effective working relationships with them; resolves administrative and communications problems; briefs DOS and Fulbright personnel.
 - a. Transmits National Screening Committee recommendations to Commissions/posts and to the FSB, assuring alternate countries are included.
 - b. Receives responses from posts/Commissions indicating acceptance or rejection of candidates in priority order for funding, attempting to maximize the use of available funds.
 - c. Forwards award letters to principal candidates; establishes budgets and writes grants for students going to non-Commission countries, based on the fixed-sum schedule of benefits; advises DOS of amount from available funds to be transferred to Commission for their grantees; recommends periodic adjustments in grants as cost of living dictates.
 - d. Insures that appropriate DOS offices are kept informed on status of

grantees and program budget.

- e. Supervises grantees during active grant period, providing them with pertinent information and obligations; assures that grant payments are made; evaluates midterm and final reports to assure that terms and purpose of grant have been fulfilled; receives requests for and advises on awarding of renewals and extensions.
 - f. Oversees preparations and distribution of all documentation relating to cash grants, including award letters; terms and conditions, insurance data, etc.
 - g. Controls administrative costs and identifies ways to reduce them in meeting world area requirements; monitors quality of IIE services.
2. Serves as secretariat to National Screening Committee meetings; interprets program policy for National Screening Committee members and evaluates the performance of individual members.
 3. Works with the Assistant Director to identify prospective NSC members, maintains the NSC database and hard copy files, issues and sends invitations, and prepares materials to facilitate meetings in New York and at the Regional Centers.
 4. Monitors the U.S. Student Online Mid-term and Final Report system. Responds to grantee and other user queries regarding access to, completion of, and/or viewing the reports. Collates responses and produces Statistical Reports.
 5. Represents IIE at DOS and other sponsor meetings and at overseas and domestic conferences.

Other Responsibilities:

Administers private grants to Germany, including the Germanistic Society of America awards. Activities may include, but are not limited to, promoting programs, responding to questions and requests from potential applicants and fellowship advisers, processing applications, and organizing and facilitating screening committees.

Other responsibilities as assigned.

Qualifications: Education/Experience/Skills:

- Bachelors degree or equivalent training and experience
- 3 years of progressively responsible administrative experience in international education or in closely related field
- Ability to organize and handle a large volume of paperwork under severe time constraints and pressures
- Excellent interpersonal and communications skills

- Knowledge of the American and foreign university systems
- Ability to handle financial information and prepare budgets
- A thorough knowledge of Microsoft Office, including facility with developing and using Access databases.
- Good judgment and initiative

Supervision Exercised:

Grade 21 -- full-time (shared)

Internal/External Contacts: Internal contacts with most departments at IIE, to the upper management levels. External contacts are extensive and include DOS personnel to the Branch Chief level; Fulbright Commission personnel to the Director level; post personnel (PAO/CAO); Fulbright Advisers; other program sponsors; Screening Committee members.