

ECA/A/S/A Cable Announcement U.S.-Based Training July 2004

1. The Educational Information and Resources Branch (ECA/A/S/A) is pleased to announce the 2005 U.S. Based Training Program (USBT) for overseas educational advisers working at Department of State-affiliated EducationUSA advising centers. Posts are requested to submit nominations in priority order to ECA/A/S/A (ATTN: DOROTHY MORA) NLT September 24, 2004. Please see para three for nomination format. Following are program descriptions and nomination information.

2. The USBT program will take place in October/November 2005 for mid-level educational advisers with at least two years of advising experience. To be competitive, advisers should have: knowledge of the U.S. and home country educational systems; familiarity with the application process for U.S. higher education and training; skills in advising and cross-cultural communication.

Each component of the training program is designed to provide detailed, hand-on learning in areas such as facilitating access to U.S. higher education, communicating cross-culturally, and managing an advising center. Special attention will be given to the use of technology, both as a necessary advising skill, and as a potential tool to develop new and creative advising approaches; and to outreach, partnership and cost-sharing strategies and skills. Other topics may include: degree equivalency and accreditation; international student admissions; financial aid; standardized testing; ESL programs; visa issues; fields of study; distance learning; determining appropriate fees for students and others, given each host country's environment; and training and management of volunteer staff.

Advisers will travel in small groups to visit campuses representing different types of higher education within a state or region. Each adviser will act as an overseas adviser-in-residence on a U.S. host institution campus for an intensive hands-on work and learning experience. Advisers will be asked to share knowledge and expertise with students, faculty and administrators and may be required to make formal presentations. The training will assist advisers in providing up-to-date information on U.S. study and in developing predeparture orientation programs that will reach an increasing number of students concerned with U.S. visa and tracking policies and procedures.

The program includes attendance at a NAFSA: Association of International Educators or other conference. During this segment, participants will discuss and review international education issues, network with U.S. counterparts and share expertise in varied conference settings. Advisers will also attend workshops and participate in panels and panel discussions.

As a result of the training program advisers should be able to:

- Understand current issues and trends in U.S. higher education and organize a presentation on the topic; and relate these issues and trends to the needs of students in the adviser's home country
- Understand through hands-on experience how admissions and international student offices operate
- Use the campus experience to provide more accurate adviser to students
- Serve as a mentor to other advisers who are new to the profession

- Understand methods for managing staff and volunteers
- Identify and use fundraising strategies appropriate for the financial needs of the adviser's center and home country setting

Upon return to their home countries, advisers will be required to demonstrate how the newly acquired skills positively influence the advising center's operation. With follow-up questionnaires, ECA/A/S/A will periodically ask advisers to submit progress reports and reflect on the implementation of new strategies, techniques and changes.

3. Posts are requested to submit nominations in priority order using the following format:

- A. Type of program (USBT, PAL)
- B. Center website address [EDUCATIONUSA Logo should be displayed and should link to ECA/A/S/A'S website: WWW.EDUCATIONUSA.STATE.GOV]
- C. Name of nominee (Mr./Mrs./Ms./surname, first name, middle initial)
- D. Nationality, date of birth, passport number (if available)
- E. Sex
- F. Work address, phone, fax, e-mail
- G. Job title and duties
- H. Name of organization employing adviser
- I. Number of years experience in advising on U.S. higher education
- J. Previous participation in workshops, training programs
- K. Has adviser studied in the U.S.? If yes, provide name and location of institution and degree awarded
- L. English ability: Native speaker or non-native speaker. If non-native, indicate proficiency using FSI rating determined by informal evaluation by PAO/CAO.
IMPORTANT NOTE: PROGRAMS ARE CONDUCTED ENTIRELY IN ENGLISH, SO ADVISER'S ABILITY MUST BE AT A LEVEL ALLOWING FULL PARTICIPATION AND INTERACTION WITH OTHER PARTICIPANTS
- M. Name/Title of nominating embassy officer
- N. Post endorsement, which should include special considerations that would give priority to a particular adviser. Nominating officer should also include a statement that adviser's employer will guarantee adviser's and center's funding for foreseeable future. Please note that ECA/A/S/A can offer this program only to those fully committed to the profession of educational advising. Participants should provide posts with written affirmation that they will remain as educational advisers for at least two years after the program ends, barring unforeseen circumstances. Post in turn are asked to verify participant's intentions.
- O. Number of visitors/contacts the center has annually (phone, fax, e-mail and web, if applicable)
- R. Essay: May be sent by e-mail to Dorothy Mora [MoraDD@state.gov] with a copy to appropriate Regional Educational Advising Coordinator. Essay details will be sent separately.

4. Selections will be announced in fall 2004. If posts or advisers have questions, please contact ECA/A/S/A Dorothy Mora [MoraDD@state.gov].

Thanks and regards. (ECA/A/S/A)