



EducationUSA Ukraine Manager Position Description

SUMMARY:

Primary responsibility is to manage EducationUSA programming in Ukraine, actively promote U.S. higher education by offering accurate, comprehensive, and current information about educational opportunities in the U.S. and information on how to best access those opportunities. This position carries out daily management of advising center to ensure efficient and effective delivery of services to the public. EducationUSA Ukraine Manager seeks out and develops innovative tools to promote U.S. higher education and to reach non-traditional audiences. The position will liaise with U.S. institutions of higher education to facilitate recruitment and admission of Ukrainian students and increase student mobility. EducationUSA Ukraine Manager is responsible for management and reporting on EducationUSA Ukraine activities to the American Councils Country Director. EducationUSA Ukraine Manager will also receive work direction from the Senior Program Manager of Field Operations based in Washington, DC, the Regional Education Advising Coordinator, and the Public Affairs Section of the U.S. Embassy.

This is a full-time 40-hours a week permanent position.

RESPONSIBILITIES:

I. ADMINISTRATION

- a. Supervise, train and mentor EducationUSA advising staff in Kyiv, coordinators of the Window on America Centers, EducationUSA Ambassadors, interns and volunteers;
- b. Closely cooperate with Public Affairs Section of the U.S. Embassy in Ukraine for implementation of special projects under PAS grants;
- c. Ensure upkeep of Data Reporting System and regular tracking of advising statistics;
- d. Prepare monthly, quarterly and special reports for EducationUSA, American Councils and the U.S. Embassy on the program activities in Ukraine;
- e. Make monthly and annual financial projections for advising center operations and track programmatic expenses;
- f. Prepare grant proposals and narrative grant reports for the U.S. Embassy in Ukraine.

II. EDUCATIONAL ADVISING

- a. Manage a resource center and online advising resources for those interested in higher education opportunities in the U.S.;
- b. Advise on higher education opportunities in the U.S. to students, parents, and professionals via group lectures, online advising, individual meetings and special programs;
- c. Oversee implementation of cohort programming, including EducationUSA Competitive College Club; Opportunity Funds Program; Boot Camps; conversation groups on topics relevant to life and study in the U.S.; test preparation study groups; participant groups for ECA-supported MOOC(s); guest lectures, both in person and online (Embassy speakers, Fulbright scholars, Peace Corps Volunteers, Ukrainian alumni of U.S. institutions, U.S. higher education representatives, Ukrainians currently studying in the U.S., etc.);
- d. Perform public relations tasks including representation of EducationUSA network at educational exhibitions, contacts with mass media and other international and local organizations;
- e. Manage relationships with Ukrainian governmental institutions, non-profit organizations and educational establishments throughout Ukraine to foster their interest in increasing Ukraine-US academic mobility;

- f. Approve and oversee execution of EducationUSA annual outreach plan, including EducationUSA Ambassadors Program, weekly and special presentations about higher education opportunities in the U.S at America House and online, in-person and online presentations around Ukraine;

III. LEADERSHIP AND COORDINATION

- a. Plan and implement all key annual EducationUSA events, such as U.S. Education Fair, International Education Week, Alumni Fair, Pre-departure Orientation, etc.;
- b. Coordinate U.S. colleges and universities visits;
- c. Oversee all-Ukraine EducationUSA web and social media sites (EducationUSA.org.ua, Facebook, Instagram, Twitter, Telegram, etc);
- d. Organize and conduct capacity building programs and workshops for education professionals, staff and participants of the U.S. government sponsored programs, interested in promoting opportunities to experience U.S. higher education;
- e. Advise and support Ukrainian institutions of higher education in their efforts to develop partnerships with American colleges and universities;
- f. Advise and support U.S.-educated Ukrainian alumni associations, encompassing all Ukrainians who have studied in the U.S., and assist with the creation of engaging activities and programs for the members;
- g. Maintain regular communication with America House, Window on America Centers, Peace Corps, English language schools, Fulbright, USG Programs, and other relevant organizations for advertising events, services and resources.

QUALIFICATIONS:

- a. Must be legally eligible to work in Ukraine.
- b. Master's degree or equivalent in International Education, Educational Administration, Communications, Project Management or other relevant field strongly preferred.
- c. Three years experience in educational advising required.
- d. Alumna/us of a U.S. college/university required (including participating in a US academic exchange program of one academic year duration or longer).
- e. Verbal and written fluency in English and Ukrainian. Fluency in Russian is a plus.
- f. Strong cross-cultural and written and verbal communication skills.
- g. At least three years experience in planning conferences, workshops, fairs, and other outreach events required.
- h. Work experience involving multiple task prioritization required.
- i. Knowledge of U.S. higher education admissions, financial aid, international student services required.
- j. Knowledge of Ukrainian secondary and higher education systems required.
- k. Strong public speaking skills.
- l. Strong computer, web and social media skills.
- m. Ability to forge and develop connections and work cooperatively with partners and stakeholders from various sectors including higher education communities, government, and private companies.

TO APPLY:

Submit a cover letter with a current resume and 3 reference contacts before the closing date via e-mail: hr@americancouncils.org.ua. Please note the title *EducationUSA Ukraine Manager* in the Subject line of your message. Applications submitted later than Friday, December 18, 2020 will not be considered.