

## **Position Announcement: Program Officer Fulbright Program**

**Reports To:** Fulbright Program Director

**Location:** Institute of International Education, Moscow, Russia

**Effective:** February 7, 2016

**Purpose of Position:** The FLTA program is a nine-month, US Department of State-funded, non-degree program that provides young teachers of English an opportunity to refine their teaching skills and increase their English ability while teaching their native language to US students.

The Russian International Education Administrators (RIEA) Program offers individuals who facilitate international exchange programs the opportunity to participate in seminars and discussions led by American specialists at one of the leading universities in the US.

The Project Officer manages components of Russian Fulbright programs, including FLTA, RIEA, and the Community College Administrators Seminar Program (CCA). She/he oversees visa and grantee travel processes.

Essential Duties and Responsibilities include the following.

- Conduct applicant outreach virtually and in person throughout Russia.
- Manage the overall application and selection process for RIEA and FLTA programs. Includes processing applications, conducting technical reviews for completion, recruiting selection panelists and facilitating panel reviews and applicant interviews.
- Announce finalists and inform non-selected applicants.
- Conduct pre-departure orientations for program finalists.
- Liaise closely with US-based IIE counterparts, providing regular reporting at all stages of the competitions.
- Works with Fulbright Program Director to develop two week Community College Administrator Seminar which takes place annually in April: communicate with Russian universities, technical colleges, and local stakeholders to develop tours of educational institutions and attendant technical training facilities/ vocational training programs, and accompany CCA grantees on program trips throughout Russia. Handle all tour logistics, budgeting, and final record keeping.
- Responsible for complying with applicable contract and sponsor requirements and following all IIE policies and procedures.
- Prepares and revises visual and text based materials for presentations, reports, and orientations.
- Performs other related duties and functions as assigned.

Education/Experience:

- Bachelor's degree required; Master's degree in international education or similar field preferred.
- Minimum 4 years of progressively responsible experience administering international educational exchange programming, preferably with a multi-national organization.
- Demonstrated familiarity with Russian educational system.
- Project management experience.

**Knowledge, Skills, and Abilities:**

- Excellent interpersonal and communication skills, both written and verbal
- Attention to detail in composing, typing, and reviewing materials
- Ability to organize, prioritize and handle a large volume of work with multiple deadlines
- Flexibility, ability to respond to changing priorities, take initiative and work independently
- Ability to apply general program guidelines to specific cases
- Ability to work in teams of colleagues to accomplish tasks
- Good problem solving and analytical skills
- Demonstrated multicultural sensitivity
- Interest in international exchanges and/or international experience
- Good knowledge of relevant software, including Microsoft Office Suite.
- Familiarity with online application systems preferred.
- Willingness and ability to travel within Russia up to 20%.

**Work Environment and Physical Demands:** Essential functions are typically performed in an office setting with a low level of noise. Incumbent must be able to attend presentations, conferences and working meetings in Moscow, including visits to the US Embassy and carrying program materials (up to 5-6 kilograms). Must also be able to participate in recruitment and other business trips (attending conferences, conducting second round interviews, etc.) throughout Russia by train, plane and bus, carrying program materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply: Please send resume and letter of interest to [RussianComp@fulbright.ru](mailto:RussianComp@fulbright.ru)

Applications received by February 15, 2016 will receive priority consideration. Shortlisted candidates will be contacted by email to arrange an interview.

No phone calls please.