

U.S.-Mexico Commission for Educational and Cultural Exchange

COMEXUS

Recruiting

Administrative Assistant EDUSA

Purpose of Position:

The Administrative Assistant EDUSA supports the contact between the network of EducationUSA Advising Centers (EACs) and U.S.-Mexico Commission for Educational and Cultural Exchange (COMEXUS) in areas such as administrative systems, procedures, monitoring projects (all the non-Fulbright programs).

The Administrative Assistant EDUSA assists in the provision of resources, planning educational fairs, training for advisers, provides administrative support to the Regional Educational Advising Coordinator, the Country Coordinator and the Advisers

The position occasional involves: overnight travel (30%), prolonged hours and weekends.

Helps providing information of COMEXUS programs through several channels including phone, provides support in areas such as administrative, procedures and participating in the organization of events.

Job Responsibilities:

- Support with administrative tasks such as payments, purchases, procedures, etc.
- Contribute to the coordination and organization of educational fairs
- Assist with planning and follow all the non- Fulbright programs (Grants) events by seeking and receiving quotes from venues and other providers, as well as participating in the actual event.
- Secretarial duties
- Help to create and follow up administrative reports.

Skills/Requirements:

- Detail oriented, bilingual administrative writing, reporting , Microsoft Office, data management, organization and prioritizing skills, professionalism, problem solving, supply management, inventory control, and multi-tasking.
- The ideal candidate is highly responsible, flexible and adaptable, has team spirit, excellent communication skills and works well under pressure.
- Excellent communication skills, Interpersonal abilities, Flexibility/Adaptability, service attitude, Bilingual administrative writing/reporting , Multicultural sensitivity.

Preferred qualifications:

- Undergraduated in Administration, International Relations, Public Relations, Education or related careers.
- Excellent written and verbal communication abilities in Spanish and English (TOEFL ITP 550).

Work conditions:

- Attractive working conditions: initial three month employment contract with possibility of permanent position with benefits (more than minimum required by Mexican law).

Contact:

Send cover letter in English and Spanish, CV, copy of official transcript of highest degree earned and the contact information for three job references to Alma Calderon, Director of Administration, alma.calderon@comexus.org.mx.

The review of applications will begin immediately and continue until we cover the position. Immediate start date

For more information on COMEXUS please go to www.comexus.org.mx