

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

COMEXUS

Program Officer Job Description

In order to promote mutual understanding between both countries, COMEXUS administers the Fulbright-Garcia Robles educational and cultural exchange programs that support studying, teaching, research and professional development in the U.S. and Mexico. The Program Officer manages and supports the selection, placement, grant budgets, and monitoring of Fulbright grantees.

Responsibilities:

- Collaborates with the selection, placement and monitoring of grantees.
- Supports the application, review and interview processes of candidates.
- Collaborates with the development of program budget and processing of grant payments.
- Coordinates with stakeholders on placement, immigration, and monitoring processes.
- Coordinates with Companies and Universities MOU, billing, and payment of contributions
- Grantee management (before and after arrival)
- Collaborates in organizing Grantee Orientations
- Participates in outreach activities and promotion as needed.
- Is the connection between the Commission and the alumni, coordinates events with alumni
- Is responsible for keeping the alumni database updated.
- Other duties as assigned.
- Reports to Director of Programs and Executive Director.

Qualifications:

- Master's or higher degree preferred
- Bachelor's degree is required.
- Experience living, working and/or studying abroad.
- Minimum 3 years professional experience, preferably in international education, program management or a related field.
- Fluency in English and Spanish is required.
- Excellent multi-tasking, problem solving, time management, and event planning skills.
- Strong interpersonal communication, written and oral presentation skills with the ability to communicate cross culturally in a binational setting.
- Reporting and administrative writing.
- Effective personnel and budget management skills.
- Microsoft Office (including Word, Excel and PowerPoint) and database management proficiency.
- The ideal candidate is highly responsible, flexible and adaptable, has team spirit and works well under pressure.

Work Conditions:

- Attractive working conditions.
- Three month trial period.
- The permanent position includes benefits superior to those required by Mexican law.

Contact:

- To be considered, send your cover letter, resume, and the contact information for three references to Alma Lilia Calderon Pita, Director of Administration, alma.calderon@comexus.org.mx.
- The review of applications will begin immediately and continue until we cover the position. For more information on COMEXUS please go to www.comexus.org.mx