

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

### **COMEXUS**

#### **Recruiting**

##### **Administrative Assistant**

#### **General Job Description:**

Provides support to different areas in COMEXUS, in administrative procedures such as the necessary steps for securing visas for US and Mexican grantees, organizing Board Meetings including writing the minutes of the meetings and following up on the signatures of such documents. Booking hotels and venues when the meetings are in person and helping in the organization of events.

Liaison between Directors in COMEXUS and different stakeholders such as SRE and SEP. Helps in sending and following up on their requests. Supports the network of EducationUSA Advising Centers (EACs) concerning administrative procedures, same responsibilities for the non-Fulbright programs.

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 occasionally involves overnight travel, afterhours and weekends.

Helps providing information on COMEXUS programs to potential candidates through several channels including in person, phone, and social media.

#### **Job Responsibilities:**

- Database management and information processing:
  - Maintain and update files and documents for grantees, upload and download documents to grantee files send/receive by internal systems.
  - Upload and download documents from external systems.
- Secretarial duties that include providing information to candidates and grantees, by answering questions and requests through various mechanisms, including (but not limited) to email, phone and web based inquiries.
- Help create and standardize surveys and reports, and identify redundancies.
- Collect and compile data from surveys, reports and databases.
- Coordinate web based research with individual program officers as required for projects and analysis.
- Contribute to the coordination and organization of events by seeking and receiving quotes from venues and other providers, as well as participating in the actual event.
- Courier logistic.
- Collaborate on creating and revising systems and procedures as appropriate in conjunction with program officers.
- Support with administrative tasks such as payments, purchases, procedures, HR, Policies, etc.
- Purchase all incoming and outgoing flights for all grantees
- 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.
- Help to create and follow up administrative reports.
- Follow and logistic building's maintenance

#### **Skills/Requirements:**

- Detail oriented, bilingual administrative. Strong writing skills, reporting, Microsoft Office, data management, organization and prioritizing capacities, 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.

**Preferred qualifications:**

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

**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 Laboral references to Alma Lilia Calderon Pita, Director of Administration, [alma.calderon@comexus.org.mx](mailto:alma.calderon@comexus.org.mx). Review of applications will begin immediately

For more information on COMEXUS please go to [www.comexus.org.mx](http://www.comexus.org.mx)