

Educational Adviser Position Description

Job Title: Educational Adviser

PURPOSE OF POSITION:

EducationUSA Adviser (100%)

Actively promote U.S. higher education throughout México by offering accurate, comprehensive, and current information about educational opportunities in the U.S. and guidance to qualified individuals on how best to access those opportunities. Facilitate and support the preparation and placement process of Fulbright-García Robles grantees to adequate higher education institutions in the U.S. Support EducationUSA advising center's operations to ensure efficient and effective delivery of services to the public, including outreach to non-traditional audiences. Seek out and develop innovative tools to promote U.S. higher education. Liaise with U.S. institutions of higher education to facilitate recruitment and admission of Mexico students and increase student mobility.

PRINCIPAL RESPONSIBILITIES (40 hrs/week):

% Time Spent	Principal Responsibilities: (Of primary importance and/or large percent of time)
50	Supports and facilitates the preparation and placement of Fulbright-García Robles grantees, in coordination with COMEXUS Program Officer and EducationUSA's Country Coordinator. These activities should follow the host institutions priorities, as long as they don't pose conflict of interest.
30	Supports the planning and execution of full range of educational advising activities, as described by comprehensive center standards, established by the Bureau of Educational and Cultural Affairs of the United States Department of State (ECA/A/S/A) for center certification. See attached.
10	Cooperates and liaises with partner organizations including local educational institution, U.S. –based higher education institutions and local stakeholders.
5	Promotes and supports all U.S. Government programs in support of exchanges.
5	Supports the U.S. Embassy in Mexico's 100,000 Strong Strategic Plan by developing a working platform to strengthen institutional partnerships.

A. Supports and facilitates the placement process of Fulbright-García Robles grantees to adequate academic programs in U.S. higher education institutions.

The Educational Adviser supports COMEXUS's Program Officer on the effective placement of Fulbright-García Robles grantees upon their selection. The adviser:

- Assesses the selected grantees profile and background in relation to their desired academic objectives and target programs.
- Evaluates credentials and recommends improvements to selected grantees' dossiers, including materials such as transcripts, testing results, essays, CVs, letters of recommendation, etc.
- Guides and counsels the selected grantees in the strategic selection of a list of academic programs for submission of applications, according to their admissibility and COMEXUS policies.
- Supports the selected grantees in the process of submission of applications, ensuring compliance with university and specific programs admissions policies and procedures.
- Communicates with U.S. higher education institutions to inquire about specific requirements and opportunities for Fulbright grantees before submission of applications, if needed.
- Coordinates with COMEXUS Program Officer and Assistant the logistics of submission of applications for designated grantees, and all processes related.
- Supports other EducationUSA advisers involved in the process, if needed.

B. Supports the planning and execution of full range of educational advising activities, including group and individual advising, electronic advising, outreach, workshops, public speaking, special events, and annual pre-departure program.

The Educational Adviser informs the public about educational opportunities in the United States, providing information about programs of study at all recognized accredited institutions of higher education in the U.S., publicly and privately-sponsored financial aid opportunities, and pre-departure preparation. He/she should make use of all reference books and materials, including catalogues, and informative handouts in the advising center, as well as the tools and resources made available on websites.

The Educational Adviser must ensure the timely and accurate response to all advising inquiry types (e-mail, telephone and in person) related to U.S. education. The adviser should regularly assess the center's efficiency and effectiveness in responding to the public. The adviser should support EducationUSA Mexico City advising center's activities, as time allows.

In carrying out educational advising activities, the adviser:

- Communicates appropriately with students in person, virtually, telephone, email and any other platforms available to respond to educational inquiries.
- Conducts personalized advising in one-on-one advising and group sessions, in-person and virtually.
- Encourages qualified students to pursue academic goals at U.S. institutions.
- Follows up with interested students with personalized information regarding their academic goals.
- Offers all available advising center services to all interested students.
- Contacts alumni of U.S. colleges and universities to participate in advising center activities.

C. Promotes U.S. higher education and EducationUSA services throughout Mexico, the surrounding areas, and through social media platforms.

In an effort to promote opportunities for U.S. study and the services provided by EducationUSA, the adviser:

- Develops an annual plan to conduct outreach activities throughout Mexico and surrounding areas, in coordination with the EducationUSA Mexico City advising team.
- Maintains contact with high school counselors, university exchange administrator, admissions testing organizations, local government entities, financial aid providers and other international education organizations to promote EducationUSA services and arrange visits to schools to present to prospective students.
- Reviews, prepares and updates presentations and materials using tools such as PowerPoint presentations.
- Researches information resources and websites used by students to find information about U.S. higher education and encourages that these organizations promote EducationUSA services.
- Organizes activities for the annual International Education Week.

D. Liaise with U.S. institutions of higher education to facilitate recruitment and admission of students and increase student mobility.

In an effort to inform U.S. college and university administrators about the local educational system and opportunities for recruitment, the adviser should:

- Research recruitment opportunities for U.S. colleges and universities.
- Keep abreast of changes in local educational system, which may influence student mobility.
- Meet with visiting U.S. college and university admissions and recruitment staff.
- Conduct presentations to groups of U.S. college and university staff participating in local educational fairs, as requested by fair organizers.

E. Liaise with local partner organizations.

In an effort to increase student mobility and promote the services of EducationUSA, the adviser, with the support and direction of the supervisor, should:

- Maintain regular communication with other host institution staff, partner organizations, including the Public Affairs, Consular and Commercial sections of the U.S. Embassy; PeaceCorps, USAID and other organizations.
- Identify platforms to collaborate with partner organizations to promote prospective programs.

F. Maintains standards established by ECA/A/S/A for certification of educational advising centers and in accordance with ECA compliance regulations for annual educational advising grant.

- Complies with the *Principles of Ethical Practice in Overseas Educational Advising*.

- Annually submits project proposals and sets book order, plus extra materials, to REAC as ECA/A/S/A budget allows.
- Participates in the regional network of advising centers through the REAC-regional listserv and in professional development programs including REAC site visits, regional conferences and country workshops.
- Keeps statistics, and submits monthly statistical and narrative reports on the EducationUSA Advisers website by the tenth of each following month, submits quarterly statistical and narrative reports to Host Institution Supervisor and Public Affairs Section.
- Commits to professional development. Consults with REAC for professional development plan.
- Updates center profile and country fact sheet on the EducationUSA Advisers website.

G. Supports the U.S. Embassy in Mexico’s 100,000 Strong Strategic Plan by developing a working platform to strengthen institutional partnerships.

- Liaise with public and private sector institutions to create organizational-level alliances that promote international student exchange between the United States and Mexico.
- Support events to promote broad interest in educational exchange programs between U.S. and Mexico universities.
- Serve as host and provide consultative guidance for visits made by United States institutions to Mexico institutions.
- In collaboration with U.S. Embassy staff, provide information about the U.S. educational system to different stakeholders in Mexico, including public and private sectors.

KNOWLEDGE AND SKILLS:

- Education: Minimum of an undergraduate degree, preferably from an accredited U.S. college or university; Master’s degree, desirable.
- Comprehensive understanding and ability to describe and compare U.S. and Mexico educational systems.
- Knowledge of both U.S. and Mexico cultures with experience living, working, or studying in both.
- 3-5 years of professional experience, preferably in international education, program management, international relations, public relations or another related field.
- Fluency in spoken and written English and Spanish.
- Strong interpersonal communication, analytical, written and oral presentation skills.
- Demonstrated ability to use suite of desktop applications, social media and other web tools.
- Strong organizational, problem solving, and time management skills.
- Ability to work effectively in a team environment.
- Ability to forge connections and work cooperatively with partners and stakeholders from various sectors.

DECISION MAKING:

The Educational Adviser works independently and uses judgment and discretion in providing information to students.

SUPERVISION RECEIVED:

For Educational Advising responsibilities: The Educational Adviser reports directly to Mexico Country Coordinator and should consult with him/her for concerns related to all duties. The REAC and the Public Affairs Section provide support to the Educational Adviser and should be consulted with for all questions related to educational advising and Department of State programs.

EVALUATION:

The Educational Adviser is subject to an annual performance evaluation under supervisor, COMEXUS Executive Director and Cultural Affairs Officer at the U.S. Embassy in Mexico. REAC will provide feedback on the adviser's level of performance to supervisors for consideration.

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.

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