



## EDUCATION USA COORDINATOR

The U.S. Consulate General Melbourne is seeking eligible and qualified applicants for the position of Education USA Coordinator within the Public Affairs Section.

Salary: A\$76,846 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

**Incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. Completion of a university degree in liberal arts or a social science field from a university accredited in the United States is required.
2. Five years of professional experience in the fields of higher education, international exchanges, student advising, teaching or program management; and professional experience in public speaking and customer service is required.
3. Level 4 (Fluent) written and spoken English. This may be tested.
4. A thorough knowledge of U.S. and Australian secondary, undergraduate, and graduate school admissions processes and requirements, including financial aid resources, testing requirements, and U.S. laws and regulations governing international students is required.
5. Knowledge of political, economic, and social trends in both Australia and the United States; knowledge of U.S. education, culture, society and values obtained by living, working, or studying in the United States is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the U.S. Consulate General Melbourne, via email to: [MELBHR@state.gov](mailto:MELBHR@state.gov) **by February 4, 2016.**

Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted.*

# Duties and Responsibilities Statement

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**POSITION TITLE: EDUCATION USA  
COORDINATOR**

**POSITION GRADE LE- 8  
(STARTING SALARY A\$76,846)**

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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The Education USA Coordinator based in Melbourne is responsible for three core areas related to promoting study in the United States: providing U.S. higher education advisory services to the Australian public; strengthening and expanding the network of Education USA advising centers throughout Australia, and; serving as a U.S. Mission subject-matter expert on the Australian education system for U.S. educators, U.S. government agencies and others. The incumbent designs short and long-term strategies and annual work goals to implement these objectives. The geographic area of responsibility for this position encompasses Victoria, South Australia, the Northern Territory, and Tasmania.

### **Major Duties and Responsibilities**

**A)** The Coordinator works closely with EducationUSA Advising Centers throughout his/her area of responsibility to develop and implement audience-specific outreach programs at schools and other locations to ensure students and parents have access to the full range of information on U.S educational opportunities, including topics such as navigating U.S. school choice, admissions, essay writing, standardized testing, financial aid, visa application processes, and pre-departure orientations. The incumbent draws on first-hand familiarity with U.S. higher education policies and practices and independently works to maintain an up-to-date knowledge inventory. The incumbent promotes U.S. student mobility to Australia by fielding inquiries from U.S. institutions about the Australian educational system, hosting visiting U.S. admissions officials, and facilitating U.S. higher education fairs.

**B)** The Coordinator identifies professional needs and organizes, in coordination with the REAC, training and development opportunities for EducationUSA advisors. S/he facilitates communication between Advising Centers to promote information sharing and collaborative programming. The incumbent also strengthens and expands the EducationUSA Advising Center network in his/her area of responsibility to include high schools, universities, and other educational institutions and organizations interested in internationalizing their programs. S/he cultivates relationships with a variety of institutions to recruit future Advising Center hosts, trains and supervises interns or other volunteers interested in supporting EducationUSA activities, and maintains ties with Australian students in the United States as well as alumni associations of U.S. universities in Australia, actively seeking their involvement in EducationUSA programming. The incumbent also participates in the regional network of advising centers through the Adviser listserv and in professional development programs, regional conferences, and other workshops.

**C)** The Coordinator is responsible for outreach and marketing on study in the United States and related topics throughout his/her area of responsibility under the EducationUSA brand. In close consultation with appropriate U.S. Mission personnel, the incumbent develops and disseminates both print and electronic materials on both the U.S. and the Australian educational systems for use by U.S. Mission staff and EducationUSA advisors. The Country Coordinator also helps to maintain Australia's EducationUSA website and contributes to the generation and curation of all education-related material on U.S. Mission websites and online platforms.

**D)** To promote study opportunities at U.S. higher education institutions, the Coordinator maintains professional contact with Australian education officials, university officials and study abroad office administrators, high school principals, guidance counselors, financial aid providers; and international education organizations throughout his/her area of responsibility. S/he provides accurate and current information on Australian education and credentials to U.S. admissions officers and administrators and other members of the international education community; arranges presentations to groups of U.S. college and university staff participating in local educational fairs, and may represent the U.S. Mission at national and international educational conferences. The incumbent analyzes, advises, and reports on changes and trends in the education systems of Australia and the United States and incorporates findings into briefing materials for both internal and public use.

## **SELECTION CRITERIA**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1.** Completion of a university degree in liberal arts or a social science field from a university accredited in the United States is required.
- 2.** Five years of professional experience in the fields of higher education, international exchanges, student advising, teaching or program management; and professional experience in public speaking and customer service is required.
- 3.** Level 4 (Fluent) written and spoken English. This may be tested.
- 4.** A thorough knowledge of U.S. and Australian secondary, undergraduate, and graduate school admissions processes and requirements, including financial aid resources, testing requirements, and U.S. laws and regulations governing international students is required.
- 5.** Knowledge of political, economic, and social trends in both Australia and the United States; knowledge of U.S. education, culture, society and values obtained by living, working, or studying in the United States is required.

## FOR FURTHER INFORMATION

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Enki Hoxhallari at 03 9526 5957.

## SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

## HIRING PREFERENCE ORDER

- (1) USEFM who is **ALSO** a preference-eligible U.S. Veteran
- (2) USEFM **OR** a preference-eligible U.S. Veteran
- (3) FS on LWOP

## ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
5. Candidates who are EFMs, USEFMs, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

## HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above):
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ **IMPORTANT:** Applicants claiming a U.S. Veteran’s preference **must** submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).
- ✓ Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.**

**WHERE TO APPLY TO**

Management Section/HR  
U.S. Consulate General Melbourne  
POC: Enki Hoxhallari  
Email: [MELBHR@state.gov](mailto:MELBHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all

personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A - DEFINITIONS

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.