INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Gaborone	State	C73900 (#084 (WebPass)

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ **Yes** ☐ **No**

4. REASON FOR SUBMISSION

☐ a. Redescription of duties: This position replaces

Position No. C73900 , Audio Visual Technician (Title) _____ (Series) 07 (Grade)

X b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority HRO	Educational Adviser	08	CH	0823/2012
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Educational Adviser	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION Public Affairs	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee _____ Date(mm-dd-yyyy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Supervisor _____ Date(mm-dd-yyyy) _____

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Typed Name and Signature of Section Chief or Agency Head _____ Date(mm-dd-yyyy) _____

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yyyy) _____

13. BASIC FUNCTION OF POSITION The Education Adviser provides information and guidance to individuals interested in applying for admission to accredited programs of higher education in the United States and promotes U.S. higher education. The Adviser guides prospective students through the processes of selecting institutions to which to apply, application for admission, seeking financial aid when needed, and preparation for departure to the U.S. The Adviser manages all education advising materials, including access to computer-based resources and serves as a resource for other Embassy youth outreach activities.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Advising **75%**

Provide unbiased information on higher education in the U.S. and education advising services to students, scholars and professionals seeking to study in the United States. Information will be provided in person, via e-mail and telephone. Advising services will include, but not be limited to, group orientation sessions for students, parents and the public, individual consultations, visits to schools, and assistance with all aspects of the college/university admissions process.

Participate in program planning and the implementation of special advising programs such as the Opportunity Funds Program and the United States Student Achievers Program (USAP) to assist academically talented, economically underprivileged students find financial aid to access U.S. higher education

Assist visiting U.S. university representatives with secondary and tertiary school visits, meeting with organizations and individuals that support international education exchanges, and facilitate introductions for international partnership explorations.

Provide information and address queries on the Botswana education system and student advising for U.S. university representatives and State Department offices.

Coordinate with the Consular Section to organize pre-departure orientations, visa referrals and information sessions on the student visa process.

Implement and maintain a "Botswana Advising Center" website, as well as appropriate social networking platforms.

Manage and report quarterly on the Advising Center's finances, such as use of Department funding, the sales of educational materials, the use of "recycling" funds, and the awarding of Opportunity Funds.

Assist as needed with Public Affairs Section activities and support staffing and perform other duties as required.

Youth Outreach **25%**

Plan, coordinate, and implement education and youth outreach with other Public Affairs Section staff, using student advising as a medium to engage more broadly with secondary school directors, teachers and students. Develop and maintain relationships with them. Seek opportunities for youth-focused programs to support the range of Mission goals. Recommend candidates for the Department's youth, cultural and academic exchange programs.

Maintain an Education USA library with resources provided by the Department of State and other sources. Suggest and order resources as appropriate. Design hand-outs and PowerPoint presentations.

Maintain a database of Center users and statistics on Center use and advising outreach. Report audience statistics quarterly on the Center Reporting System. Write summaries of noteworthy activities for Public Affairs Section "highlights" and "Mission Activity Tracker" reports.

Develop an annual strategic business plan that addresses advising goals, objectives, budget, marketing, and outreach.

Foster opportunities for interaction between departing and returning students and scholars; use alumni of U.S. exchange

programs as resources and coordinate outreach opportunities with the Cultural Affairs Specialist.

Maintain local and U.S. contacts with individuals and organizations engaged in education advising.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: A four year degree is required. Direct undergraduate or graduate experience with the U.S. system of higher education is strongly desired, preferably in education, language, international affairs, information science, social sciences and humanities, economics or business.

b. Prior Work Experience: Two years prior experience in advising international students or professionals or working in university administration.

c. Post Entry Training: Education USA workshops and education-related conferences.

d. Language Proficiency: List both English and host country language(s) by level and specialization: English level IV.

e. Job Knowledges: Good knowledge of both the U.S. and Botswana secondary and tertiary education systems is required.

f. Skills and Abilities: Ability for confident oral and written presentation. Familiarity with word-processing, e-mail, PowerPoint, Excel and common Internet based research tools and social media is required. Experience in planning, budgeting, and proposal and report writing is required. Ability to multi-task, ease in public speaking, and a dedication to customer service. Excellent writing skills are required.

16. POSITION ELEMENTS

a. Supervision Received: The Education Adviser is supervised by the Cultural Affairs Specialist and reviewed by the Public Affairs Officer at the U.S. Embassy in Gaborone. The Adviser will liaise closely with the Regional Educational Advising Coordinator (REAC) in Johannesburg.

b. Supervision Exercised: None.

c. Available Guidelines: U.S. Embassy manuals, guidelines and instructions. EducationUSA guidelines and instructions.

d. Exercise of Judgment: Within the context of the position.

e. Authority to Make Commitments: May make commitments within the position context.

f. Nature, Level and Purpose of Contacts: Regular contact with students, education officials and students and officials of visiting U.S. Institutions. Liaison with individuals from the target audiences while performing duties.

g. Time Expected to Reach Full Performance Level: With the necessary qualifications and prior experience as stated, the incumbent should be able to reach a full performance level within one year of assuming the position.

DS-298 *(Formerly OF-298)*
08-2003