

POSITION: CULTURAL AFFAIRS CLERK

BASIC FUNCTION OF POSITION

Responsible for overall administrative support for all Educational and Cultural Affairs (ECA)-funded exchange programs: prepares exchange program applications and announcements, arranges tickets for exchange program participants, submits security access, assists with data entry for participant bios using program software. Assists program staff with inquiries for exchange program information. Updates mailing lists for general contacts. Assists with cultural events (as time permits).

MAJOR DUTIES AND RESPONSIBILITIES

A. Clerical support for exchange programs (60%)

Performs a wide range of clerical support duties in support of ECA-funded exchange programs. Prepares exchange program applications, announcements, and related documents. Arranges tickets and other logistics for exchange program participants using E2 or other program software. Arranges travel and logistics for Americans visiting on ECA-sponsored exchange programs. Assists with data entry for participant bios and relevant information using the Exchange Visitor Database (EVDB) or other computer software. Assists program staff with inquiries for exchange program information.

B. Clerical support for education and cultural programs (20%)

Submits security access requests for cultural and exchange programs. Maintains files and records of cultural and exchange programs. Updates mailing lists for general contacts. Arranges travel and logistics for Americans visiting on ECA-sponsored cultural programs

C. Assistance with Speaker and Cultural Events (20%)

Responsible for assisting with cultural events, speaker programs, and USG visitors. Works together with other PAS sections, including culture, program support, library, and press, to support the events and programs as needed.