

## **POSITION: CULTURAL AFFAIRS CLERK (English Language Program)**

### **BASIC FUNCTION OF POSITION**

Responsible for assisting the Cultural Affairs Assistant (Education) in overall administrative and program operation of English language programs managed by the Public Affairs Section of the American Embassy.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. Clerical Support for English Language Programs (50%)**

Assists Cultural Affairs Assistant with administration of all English language programs, including English Access Micro-scholarship Programs, E-Teacher online scholarship programs, educational exchange programs for English language teachers and students, and English Language Fellows (ELF) programs. Provides information and responds to all inquiries via phone and email on the American Center's English Language scholarship program, TOEFL and GRE tests, webinar online series for English language teachers, and scholarship programs for English language teachers, such as the E-Teacher online scholarship and Fulbright Foreign Language Teaching Assistant (FLTA) programs. Assists with advertising for informational sessions on scholarship programs for English language teachers, teacher development opportunities and workshops, and manages RSVPs and replies these programs/events. Works closely with the program support clerk to set up rooms and food arrangements for all English language program-related events. Assists Cultural Affairs Assistant in collecting, photocopying, and sorting scholarship applications forms from English language teachers and students, and enters information into Share Point and Embark online data systems. Prepares award certificates for the students in the English Access Micro-scholarship programs.

#### **B. Clerical Support for American Center Scholarship Program (15%)**

Connects incoming calls on the American Center's English Language scholarship program to the Registrar, and collaborates with the Registrar on organizing English placement tests at the American Center for these students. Reports and updates the American Center's English Language scholarship program participants' list every semester. As needed, receives inquiries and relays information to Cultural Affairs Assistant (CAA) as appropriate.

#### **C. Support for English Language Fellow Placement (15%)**

Assists Cultural Affairs Assistant with placement of incoming American English teachers under the English Language Fellow (ELF) program. Assists Fellows with program logistics, including finding suitable housing.

#### **D. Correspondence with English Language Program Contacts (10%)**

Responsible for the effective and timely distribution of English Language Forum magazine and other resources to universities, institutes, schools, and alumni across the country through government and private courier service.

#### **C. E. Assistance with Speaker and Cultural Events (10%)**

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.