

## **POSITION DESCRIPTION**

### **Education Advisor**

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of Education Advisor to work in the Public Affairs Section.

#### **BASIC FUNCTION OF THE POSITION:**

Under the supervision of the PAO and the CAO, the Education Advisor coordinates educational advising at all levels (high school, undergraduate, postdoctoral) for Kuwaitis who would like to study in the U.S. S/he develops and maintains personal contact with members of all education-related institutions, organizations and ministries in Kuwait, as well as with the Kuwaiti Cultural Offices in Washington, DC and Los Angeles. S/he also maintains contact with U.S.-based university representatives, higher education fair organizers, and other individuals involved in higher education activities. The advisor provides U.S. admissions counseling and educational information for all prospective students. S/he organizes and administers school fairs, thematic programs, workshops and school presentations on American higher education. S/he provides daily content for EducationUSA social media accounts as a way to engage with target audiences.

#### **DUTIES INCLUDE:**

1. Develops and maintains personal contact with members of education-related institutions, organizations, ministries in Kuwait and the Kuwaiti Cultural Office in the U.S., including deputy and assistant ministers, deans, school directors, principals, school counselors, faculty members, testing center supervisors, and other key education officials. Maintains professional relationships with U.S.-based university admissions officials, international student directors, higher education fair organizers, and other key education figures.
2. Plans, schedules, organizes and administers thematic programs such as: seminars, orientations, workshops and school presentations. Program topics include: undergraduate study, graduate study, distance education, cultural adjustment, pre-departure and college admission counseling. Recommends and contacts target audience for inclusion in programs. Advises host country's target audience on education-related topics. Responds to inquiries from U.S. higher education institutions, organizations, and electronic list serves regarding Kuwait. Works with higher education fair coordinators to organize, publicize, and promote their activities in Kuwait. Oversees Embassy college club. Develops and coordinates schedules with CONs/RSO/POL/ECON/EXEC and other embassy offices as appropriate.
3. Analyzes, advises and reports on changes and trends in the education systems of Kuwait and the U.S. and incorporates findings into education briefing and other published EducationUSA Advising Center materials. Creates, maintains, and updates EducationUSA Advising Center documents and resource materials such as: education briefing, standardized testing information and student handouts. Presents Education Briefing on Kuwait to U.S. colleges, universities, visitors and staff at national conferences, as well as invitational events.

4. Under the direction of the CAO, has major responsibility for formulating and recommending Kuwait-wide policy and procedure to promote legitimate U.S. educational interests. This entails working with Embassy-wide sections as well as designated individuals in the ECA bureau.
  
5. Executes all advising responsibilities pursuant to achievement of above objectives, including outreach to schools, consultation on accreditation, guidance on authentication of U.S. Department of Education recognized degrees, education-related advice to schools, ministries, students, parents, daily one-on-one counseling, and providing school advisers in-country on-going, continuous support. Administrative tasks include reporting, recording, and maintaining accurate education-related data for reference purposes, such as timeline of developments, media articles, political cartoons and websites. Develops and updates education page content for U.S. Embassy website. Compiles database of students who have studied in the U.S. Creates annual and monthly reports reflecting call volume, student contact, outreach and overall education office functions.