

13. BASIC FUNCTION OF POSITION

Under the day to day direction of the Program Assistant and supervision from the Public Diplomacy Officer in Auckland, the incumbent promotes U.S. educational opportunities in Samoa and in conjunction with the Regional English Language (RELO) Office, designs and implements locally based English language programs. In addition to administering all Mission related educational services using a network of contacts and social media platforms, the position will provide the foundation, structure and guidance to those interested in study in the United States. It will involve a small degree of outreach to certain groups, test preparation, college application processes, college selection, scholarship opportunities, and how to succeed academically and culturally in college once the student is selected. In coordination with the Regional English Language Officer, Ministry of Education and Peace Corps, the portfolio for English language programs will require the incumbent to develop and implement projects to promote and improve the teaching of English in Samoa.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. EDUCATION ADVISING

65% of time

- 1.** Promotes U.S. educational opportunities to Samoan youth. Provide informational sessions to parents and students which are accurate, comprehensive, objective and timely information and advice to interested students via traditional and social media platforms.
- 2.** Represents EducationUSA and the Mission through outreach to tertiary institutions and high schools, and through speaking engagements at government and non-governmental meetings, conferences, seminars and other public forums.
- 3.** Organizes general orientations on studying in the U.S. for prospective and outbound students, arranges presentation programs for visitors and representatives from U.S. educational institutions, and keeps online statistical records of these visits.
- 4.** Uses social media (e.g. Facebook, Twitter and flickr) to reinforce personal and traditional communication channels. May be called upon to draft blogs on educational advising topics.
- 5.** Maintains the student advisory reference section (hard copy reference section, electronic database, and online material) so that students interested in pursuing an education in the U.S. receive accurate and appropriate information on entrance requirements, application process, and financial assistance, etc.
- 6.** In coordination with PAS Section and Regional Educational Advising Coordinator, organizes the funding and purchase of resource materials, training activities, outreach efforts, and other equipment.

7. Assists students in preparation for educational testing, this may include but not limited to Scholastic Assessment Test (SAT), American College Test (ACT), and Test of English as a Foreign Language (TOEFL).
8. In coordination with the Embassy Public Diplomacy Program Assistant, maintains and expands Mission outreach to secondary and tertiary students and young professionals in Samoa.

B. ENGLISH LANGUAGE PROGRAM MANAGEMENT **25% of time**

1. Under the general guidance of the Regional English Language Office, designs and implements the Post's English language programs. The incumbent is expected to initiate and carry out English Language Program projects, using his or her own judgment, experience, and knowledge of programs teaching English as a second language.
2. Consults with the Ministry of Education and associated officials, department heads, teacher trainers, program administrators, ELT (English Language Training) associations, and teachers on English teaching in order to design programs which both fit in with Post's goals and initiatives, and the needs of the ELT community.

C. ADMINISTRATIVE AND BUDGET RESPONSIBILITIES **10% of time**

1. Prepares grant documents for small grants associated with Education Advising and English language programs in Samoa. Manages cash allotments (several hundred dollars at a time) and is responsible for the timely transfer of cash to participants. Responsible for monitoring grants on the ground.
2. Responsible for maintaining inventories, ordering, and the distribution of testing/study materials, English Language Teaching Forum magazines and other English language materials.
3. Develops budgets and proposals and any additional financial reporting requirements in the design and delivery of both Education Advising and English Language Programs. Provides oversight to ensure that grant funded projects are in compliance with grant regulations.
4. Seminars, conferences, workshops and meetings. Participates in the design and management of local seminars, workshops and other programs. Works directly with Samoan educational officials at both ministerial and local levels to prepare events. Selects materials for these events. Prepares all grants for any Academic Specialists who Post may fund to assist with such programs. May present substantive workshops, lectures, or speeches as appropriate at such events

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:** Completion of Bachelor's degree Education, the Liberal Arts, Communications or Business.
- b. Prior Work Experience:** 2 years of experience dealing with higher education (e.g. tertiary, technical institutes etc) that involves the counseling/advising of students on U.S. university application/admissions procedures; experience and familiarity with U.S and Samoan higher education systems; experience developing and marketing educational programs – through traditional formal group presentations and social media.
- c. Post Entry Training:** On the job training provided. Post Regional Security Office (RSO) Security Briefing and other training as required. FSI online training including Protecting Personally Identifiable Information (PA459); Cyber Security Awareness Course (PS800). Ethics for New Locally Employed Staff (PA453).
- d. Language Proficiency** Level IV (fluent) English, both written and oral, is required.
- e. Knowledge:** Detailed knowledge of a broad range of U.S. education-related subject matter - in particular admission procedures, funding opportunities, and Samoan-U.S. educational contacts; plus general knowledge of the Samoan and U.S. secondary and tertiary education systems. Excellent knowledge of Educational and Cultural Affairs (ECA) cultural and educational programs, and of U.S. society, education, culture, and social and political processes. Detailed knowledge of a broad range of the higher education opportunities in the U.S. to include insights into Admission Officers and the admissions essays, the common application process, and the scholarship opportunities available to Samoan scholars and athletes; also, the incumbent should have a general knowledge of the Samoan and US secondary and tertiary educational systems, Excellent knowledge of ECA cultural and educational programs, and of the U.S. society, geography, education, culture, and social and political processes.
- f. Skills & Abilities:** Ability to develop and maintain contacts through skilled communication. Ability to work independently in executing Embassy's English language programs, including maintaining excellent contacts at all levels (including the highest levels) of English departments of large and small universities, Non-Governmental Organisation (NGOs), as well as at the CEO level at the Ministry of Education. Must be proficient in Microsoft Office software applications and have the ability to produce a wide variety of written documentation to a high standard of quality. Must be comfortable addressing groups of various sizes at public events. Must be familiar with the use of and be able to provide content for the Embassy and EducationUSA websites, as well as such social media platforms as Facebook, Twitter, and flickr, among others. Incumbent must have a valid driver's license or be able to obtain one within an month of employment to be considered for the position. Excellent administrative abilities are required.

16. POSITION ELEMENTS

- a. Supervision Received:** Day to day work guidance is provided by the Program Assistant in Apia. Supervision is provided by the Public Diplomacy Officer in Auckland. Incumbent will be expected to perform a variety of functions with minimum supervision.
- b. Supervision Exercised:** None.
- c. Available Guidelines:** Education Advising Service training materials; Integrated Country Strategy, Foreign Affairs Handbooks and Manuals, and guidance from the State Department and from supervisor.
- d. Exercise of Judgment:** Must take initiative and exercise a high degree of independent judgment. Has responsibility for planning, arranging, and executing education programs nationwide and English language programs in Samoa.
- e. Authority to make Commitments:** No specific authority.
- f. Nature, Level, & Purpose of Contacts:** On behalf of the Mission, the incumbent is expected to maintain and develop contacts in key institutions in the education communities including the general public, educational institutions, students, academics and recruiters.
- g. Time Required to Perform Full Range of Duties:** One year.