

13. BASIC FUNCTION OF POSITION

Provides services for all students and scholars seeking information about educational opportunities and related matters in the United States. The incumbent operates the Advising Center as part of the Public Affairs section of the Embassy.

14. MAJOR DUTIES AND RESPONSIBILITIES

65% OF TIME

A. Provides comprehensive, current, and unbiased information, advice, and counseling on educational opportunities in the U.S. including one-on-one advising, transcript evaluation, and application preparation. Promotes these services through advertising and outreach, including visiting Ugandan schools, universities, and other organizations to discuss educational opportunities in the U.S. Communicates with Ugandan government officials, admissions officers at U.S. institutions, and consular officers on issues affecting international education and exchange. Conducts searches on the internet and bound resources to locate specific information on U.S. universities. Records client contact activity for monthly activity reports to ECA, section management, and regional educational advisor. Tracks desired fields of study and updates resources to meet the needs of students and scholars. Develops information packets on specific fields of study and areas of education such as financial aid and the admission process. Continually updates knowledge of new web-based information providers, and other sources of information useful to students. Drafts and maintains local web-based information on educational advising for Uganda students.

Organizes informational group sessions on the admission process and other topics, including pre-departure sessions for U.S. bound students.

Maintains current list of office contacts, and ensures that those contacts are incorporated into the section database. In consultation with the REAC, establishes, monitors, and utilizes satellite advising centers in selected regions.

B. Reference

15%

Develops, maintains, and updates a reference collection of educational information which includes standardized testing information, bulletins and catalogs from U.S. colleges and universities, Peterson's guides, and other reference materials.

C. Administration

20%

Responds to inquiries and requests for information from U.S. educators, Regional Educational Advising Coordinators, State Department, and others. Assists persons preparing for study, training, or research in the U.S. by providing materials on testing application procedures, and educational opportunities at various schools. Provides study materials for required examinations such as TOEFL, GRE, or GMAT. Assists students in registering for such tests. Conducts testing for the Subject GRE test and other admission tests as needed. Ensures that books and supplies are ordered in a timely manner and that information resources and equipment are up to date and in working order. Maintains contacts with a wide range of secondary schools across the country. Serves as back-up in the Information Resource Center as necessary.

5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Bachelor's degree from an accredited U.S. university.

b. Prior Work Experience

Two years of experience in an office environment.

c. Post Entry Training

Online courses: New Advisor Orientation, Fundamentals of EducationUSA Advising, and EducationUSA e-Learning Platform.

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

Level IV English is required.

e. Knowledge

Knowledge of U.S. and Ugandan post-secondary education systems. Must be able to explain,

compare, and contrast both systems to clients. Knowledge of information resources on educational systems, testing, and requirements.

f. Skills and Abilities

Strong written English skills for reporting and strong public speaking skills to host group advising sessions. Interviewing skills to enable an accurate determination of a student's needs and abilities. Knowledge of social media, such as Facebook and Twitter, and technology to promote EducationUSA services and conduct advising sessions across the country remotely.

16. POSITION ELEMENTS

a. Supervision Received

Supervised by the Cultural Affairs Specialist and the CAO.

b. Available Guidelines

Publications from a wide variety of educational institutions and organizations. NAFSA ethical standards of educational advising. EducationUSA strategic plan.

c. Exercise of Judgment

Uses considerable judgment in dealing with high level contacts in order to avoid the appearance of favoritism or special treatment.

d. Authority to Make Commitments

Makes commitments pertaining to scheduling appointments and group sessions.

e. Nature, Level and Purpose of Contacts

Prospective students, leadership of educational institutions throughout the country.

f. Supervision Exercised

N/A.

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks.