

Position Description- Cultural Affairs Assistant (Education)

BASIC FUNCTION OF POSITION

Under the supervision of the Cultural Affairs Officer (CAO), the incumbent serves as a Cultural Affairs Assistant with the education portfolio in the Public Affairs Section at the U.S. Embassy in Kathmandu. Conducts broad outreach at educational institutions in Kathmandu and cities throughout Nepal. The incumbent also plays the key role in designing and overseeing administration of the following programs— Fulbright Program, Eurasian Undergraduate Exchange (UGrad), Teaching Excellence Award (TEA), Education and Cultural Affairs Bureau (ECA) exchange programs, student advising opportunity grants program; and serves as a liaison with the Public Affairs Section's Alumni coordinator and American Corner program director, as well as with the EducationUSA branch and its parent organization the U.S. Education Foundation, Nepal. Coordinates with colleagues at USEF regarding advertising and recruitment for the Fulbright and Humphrey Programs. Advises the Public Affairs Officer and CAO on developments in the cultural and educational environment that affect public diplomacy programming.

MAJOR DUTIES AND RESPONSIBILITIES

Education Outreach:

50% of Time

Incumbent conducts ongoing outreach with various educational institutions throughout Nepal to familiarize these institutions with post's exchange and English-language programs; assists these institutions when they conduct education fairs by making presentations and working with student advising centers on presentations at these fairs regarding study opportunities in the United States. The incumbent makes recommendations to the CAO and PAO in Kathmandu regarding IIP- and post-funded education speakers and plans individually tailored programs that meet Mission Strategic Plan (MSP) goals throughout the country. The incumbent is responsible for maintaining contacts with key education officials in Kathmandu and other cities to advise on expanding program opportunities and Fulbright placements of American scholars and students, finding candidates for post education programs. The incumbent is responsible for monitoring any University Partnership Programs in Nepal. Assists, when needed, U.S. educators not connected to ECA or U.S. government programs in their efforts to establish relationships with Nepali educational institutions. The incumbent works directly with high-level government and institutional contacts, such as vice ministers, think tank directors, and USEF in order to plan seminars, roundtables, conferences, and speaker programs. He/she is responsible for briefing and debriefing participants and drafting reports on programs for the Bureau of Educational and Cultural Affairs. At any one time, the incumbent will be monitoring several ongoing projects, as well as planning new ones. Advises the PAO and CAO on political or legal developments in the education sphere and on Nepali efforts to reform its education system to suggest opportunities for public affairs programming. The incumbent accompanies the ambassador, PAO, or CAO to host country cultural and educational events, or even stands in for them, representing the embassy at such functions.

Student Advising:

25% of Time

Incumbent is the key point of contact at post that monitors and helps administer post's student advising programs in Kathmandu, Pokhara, and other cities throughout Nepal. Works closely with USEF and other State Department contractors to oversee the daily operations of advising centers, ensuring that advising center locations meet student needs, keep regular office hours, and provide student usage reports for ECA. Uses post resources to help advising centers create materials in Nepali to advertise widely study opportunities in the U.S., ensures that advising centers maintain a transparent and fair system to advise students; oversees monitoring conducted by heads of student advising centers; helps student advisers set up office hours outside of the advising centers in various educational institutions and American Spaces. Responsible for distribution of catalogues and other hard copy materials,

software, and hardware provided by ECA for advising centers. Works with post's American Corner program director to promote joint activities between American Corners and student advising centers in cities where both an American Corner and advising center operate.

Exchange Programs

15% of Time

The incumbent works with the CAO, the Exchanges Specialist and Washington contacts to help oversee administration and implementation of the educational exchange programs: such as Eurasian Undergraduate Exchange (UGrad), the Teaching Excellence Award (TEA), and others. Recommends cities in which recruitment will take place, advises the CAO and PAO on expenditures needed from post, if any, to augment recruitment drives, sets up for program participants at the U.S. Embassy pre-departure orientations, re-entry briefings, receptions, and ensures that program participants work with the Democracy Outreach (Alumni) coordinator to ensure their registration in the alumni database. Works with USEF to make advertising strategies for exchange programs such as the Fulbright and Humphrey Programs. The incumbent liaises with ECA citizen exchange participants—Americans coming to Nepal and the Nepalese with whom they work—to report on the wide range and impact of civic education programs carried out by participants who meet in Nepal, the United States, India, and other countries in the South and Central Asian region. Liaises with officers in ECA to stay abreast of these ECA exchange programs, which include youth leadership projects, regional projects, and others. Participants of these programs include educators and civic leaders. Arranges receptions and speaking opportunities for the ambassador and other embassy officers to allow them to address and meet these ECA exchange participants. Follows up with Nepali participants to monitor progress and leverage other PAS programming to support civic education development in Nepal.

Reporting and Evaluation

10% of Time

The incumbent is responsible for evaluating existing exchange programs with regard to their effectiveness and makes recommendations to the PAO, CAO and contractors, on adjusting, canceling, or inaugurating new public affairs programs in response to local developments. He/she helps to identify appropriate target government offices and institutions and develops personal contact with the leadership of these organizations. He/she arranges press coverage of events, presentation items, and follow-on program activities; reports results on the Mission Activity Tracker and works with the Public Affairs webmaster to create materials for post's web page.