



**Job Title:** EducationUSA Adviser for Nicaragua

**Department:** EducationUSA Advising Center

**Host Institution:** Centro Cultural Norteamericano Nicaragüense (CCNN)

**Deadline:** January 27, 2011

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**PURPOSE OF POSITION:** Actively promote U.S. higher education throughout Nicaragua by offering accurate, comprehensive, objective and timely information about educational opportunities in the U.S. and guidance to qualified individuals on how best to access those opportunities. Carry out daily management of Advising Center to ensure efficient and effective delivery of services to the public. Seek out and develop innovative tools to promote U.S. higher education to traditional and non-traditional audiences in Nicaragua. Liaise with U.S. institutions of higher education to facilitate recruitment and admission of Nicaraguan students to these institutions.

**PRINCIPAL RESPONSIBILITIES:**

1. Carry out full range of educational advising activities, including group and individual advising, electronic advising, outreach, workshops, public speaking, special events, and annual pre-departure program.
2. Liaise with high school counselors, university exchange administrators, admissions testing organizations, local government entities, financial aid providers and other international education organizations in Nicaragua to promote U.S. higher education.
3. Review, prepare and update educational advising presentations and materials.
4. Liaise with U.S. institutions of higher education to facilitate recruitment and admission of students.
5. Develop and implement Advising Center programs and activities.

**KNOWLEDGE AND SKILLS:**

- Bachelor's degree or equivalent; at least one year of U.S. academic experience preferred.
- Experience working with international education and/or student advising.
- Comprehensive understanding and ability to describe and compare U.S. and Nicaraguan educational systems.
- English and Spanish language fluency: strong reading, writing and speaking comprehension skills.
- Ability to work effectively with students, parents, government partners and stakeholders.
- Strong cross-cultural communication, analytical, research, writing, and oral presentation skills.
- Word-processing, spreadsheet program, the Internet, social media, and electronic mail proficiency.
- Willing to travel to participate in outreach and professional development activities.

**BACKGROUND INFORMATION:** EducationUSA is a global network of more than 400 Advising Centers supported by the Educational Information and Resources Branch (ECA/A/S/A) of the U.S. Department of State's Bureau of Educational and Cultural Affairs. EducationUSA centers actively promote U.S. higher education around the world by offering accurate, unbiased, comprehensive, objective and timely information about educational institutions in the United States and guidance to qualified individuals on how best to access those opportunities. Millions of prospective students learn about U.S. study opportunities through EducationUSA centers each year. Centers are staffed by professional advisers, many of whom have first-hand experience having studied in the United States themselves. Advisers adhere to ethical standards and receive State Department-approved training about U.S. higher education and the advising process. Visit [www.educationusa.state.gov](http://www.educationusa.state.gov) for more information.

**TO APPLY:** Please submit your CV and letter of interest to the Centro Cultural Nicaragüense Norteamericano, Apartado Postal P229, Managua.