

Position Description

Job Title: Program Associate	Grade: 80
Incumbent: Vacant	Reports to: Assistant Director
Division: D400 – CIES	Department: CIES

Purpose of Position:

The Program Services Unit seeks a Program Associate to provide central administrative support in such areas as application processing, peer review, affiliation and pre- and post-selection services to U.S. and Visiting Fulbright Scholar Programs in accordance with policies and procedures of CIES/IIE, the J. William Fulbright Foreign Scholarship Board, and the United States Department of State. Assist in the planning and implementation of CIES events including peer review, visiting scholar events, U.S. scholar orientations and global program events. Support protocols for CIES events to ensure top quality standards in events planning, content and execution.

Principal Responsibilities:

- Assist with application processing for U.S. and Visiting Fulbright Scholar Programs
- Produce candidate and grantee letters and certificates for U.S. and Visiting Fulbright Scholar Programs
- Prepare grant authorizations for new, amended and renewal grants for U.S. and visiting grantees based on regional unit inputs
- Process visiting grantee requests for honoraria, employment, grant extensions, transfer of sponsorship and early returns
- Process Autopay for U.S. and visiting grantees
- Prepare routine and special program mailings as assigned
- Assist with information gathering, data entry and SEVIS web application maintenance related to the issuance of SEVIS immigration forms as overseen by ARO, as well as the subsequent preparation and mailing of such materials
- Set up U.S. and visiting grantees in the Accident and Sickness Program for Exchanges system
- Process and track receipt of U.S. and visiting grantee and dependent medical forms, communicate with staff and serving as liaison with Fulbright medical

- officer (back up role)
- Provide additional administrative support to regional units during peak work cycles
 - Collaborate with assistant director and program officers on development of training system, materials and schedule for all program staff
 - Assist program officer and CIES regional units in researching replacement committee members on standing review committees and specialist committees
 - Prepare, mail and track specialist review packets, correspond with specialist reviewers
 - Assist with the issuance of invitations to committee members, monitor terms of service, issue thank you and recognition letters
 - Assist with the processing of peer review committee reimbursements
 - Assist with the implementation of CIES events (the visiting scholar reception and lunch, the visiting scholar conference, CIES board related events, U.S. scholar orientations, other special events) as needed
 - Other duties as assigned

Qualifications: Education/Experience/Skills:

- Bachelor's degree.
- Office experience.
- Computer skills, including Word and spreadsheet applications (preferably Excel).
- Ability to work in teams with colleagues to accomplish tasks.
- Excellent interpersonal and communication (written and verbal) skills.
- Ability to organize and prioritize work.
- Ability to handle large volumes of work.
- Good problem-solving and analytical skills.
- Good judgment and initiative.
- Ability to operate under time constraints and pressure.
- Must be detail oriented, flexible, and able to handle multiple deadlines.