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## POSITION DESCRIPTION

**TITLE:** EducationUSA Adviser  
**POSITION LOCATION:** Chisinau, Moldova  
**EMPLOYMENT STATUS:** Full time (40 hours/week);

**Summary of Position:** The EducationUSA Adviser will be responsible for promoting the EducationUSA program within Moldova, providing information and support regarding higher education to groups and individuals, maintaining positive relationships with key partners, and performing administrative tasks. The EducationUSA Adviser will work closely with the Public Affairs Section (PAS) of the U.S. Embassy, the Regional Education Advising Coordinator (REAC) and the America House staff, as well as representatives of U.S. higher education. The Adviser will be housed at the America House in Chisinau and will serve users throughout Moldova, including through outreach travel to the regions. The EducationUSA adviser will receive formal training, and may be eligible to participate in national and international conferences/trainings representing EducationUSA.

### PRIMARY RESPONSIBILITIES:

- Advise on educational opportunities in the U.S. to students, parents, and professionals; respond in a timely, accurate and professional way to inquiries, correspondence and public/private requests related to study in the U.S.;
- Build a positive image of U.S. higher education and the EducationUSA program;
- Full coordination of a cohort advising program, including: recruitment, selection, regular individual virtual and in-person consultations with 20+ cohort students, and curriculum development and implementation;
- Conduct outreach to schools, partner organizations, and American Corners about EducationUSA, including regular travel to different regions of Moldova;
- Work with U.S. higher education institutions on opportunities to engage with Moldovan students and institutions.
- Manage EducationUSA Moldova-branded social media networks; maintain and update supply of handouts and other informational materials;
- Collaborate with the American Spaces, Peace Corps Volunteers, Access Microscholarship program, FLEX, Fulbright ETAs, and other U.S. government program operating in Moldova to promote U.S. higher education
- Manage the planning and implementation of EducationUSA annual events, such as U.S. Education Fair, International Education Week, Alumni Fair, Pre-departure Orientation, and others;
- Complete regular reports to PAS, REAC and American Councils D.C. office on highlights and challenges, monitor and evaluate initiatives, analyze center statistics and make recommendations based on the data;

### QUALIFICATIONS:

- Undergraduate degree (Master's degree preferred) in Education, Communications or relevant field;
- Understanding of the U.S. higher educational system (experience in the U.S. preferred);
- Demonstrated commitment to international education and cultural exchange;

- 1-3 years of program administration experience;
- Experience in social networking, innovative outreach, presentations, and marketing/promotion;
- Experience in planning conferences, workshops, and other public events;
- Strong writing and communication skills in English and Romanian (Russian language skills are a bonus);
- Demonstrated organizational ability;
- High level of attention to detail.
- Ability to manage multiple priorities quickly and effectively;
- Effective interpersonal skills, cross-cultural and communication skills;
- Availability for work after regular office hours and on weekends:
- Availability to travel for extended periods.

To apply, please send CV/resume and cover letter summarizing your interest and qualifications by **December 27** to [khuntington@americancouncils.org](mailto:khuntington@americancouncils.org). Only individuals selected for an interview will be contacted.

**About EducationUSA:** American Councils-administered EducationUSA Advising Centers are responsible for promoting U.S. higher education and for providing consultations to students and individuals on how to successfully apply to U.S. colleges and universities. EducationUSA centers provide information about testing (SAT, GRE, TOEFL), guidance on how to apply for financial assistance to study in the U.S., and offer monthly lectures and seminars on a broad range of United States educational opportunities and topics. Services and guidance to US higher education institutions on Moldova's education system and education market are also provided by the Center. The centers are part of a U.S. State Department-supported network of 400 worldwide EducationUSA Advising Centers.

**About American Councils:** American Councils ACTR/ACCELS is a non-profit, educational and exchange organization. American Councils administers programs for the U.S. Department of State and other U.S. Federal agencies, which include academic exchange, professional training, institution building, research, curriculum and materials development, technical assistance, and consulting. American Councils administers EducationUSA throughout Eurasia and Central Asia through a cooperative agreement with the U.S. Department of State Bureau of Education and Cultural Affairs.

**About the American House in Moldova:** The American Center, located in Chisinau, is the premier U.S. cultural and Public Diplomacy programming center in Moldova. Sponsored by the U.S. Embassy, the center features a wide array of programming where participants can improve their English-language skills, learn about career enhancement, and practice technological innovation.