
American Council on Education

Position: Program Associate

Career Band: D

Department/Division: Center for International Initiatives

Closing Date: Open

Job Requirement: Three to five years experience in international education and a college degree (master's degree preferred). Strong oral and written intercultural communication skills essential (second-language a plus). Demonstrated skills in office management, attention to details while implementing multiple tasks, and meeting planning experience required. Proficiency with Microsoft work/excel/outlook required; familiarity with survey software, SPSS statistical software and web page design preferred.

Primary Responsibility: Individual will have primary responsibility for managing the ACE Internationalization Collaborative (a network of approximately 75 institutions) and will work closely with Associate Director on managing the Leadership Network on International Education. Responsibilities include: maintaining regular contact with Collaborative and Network members, recruiting new members, collaborating on the development of meeting content, planning and handling meeting logistics (site selection, on site-registrations); preparing summaries and conducting evaluations of meetings. Will also work with the Associate Director in managing the FIPSE project on Assessing International Learning which includes: maintaining communications with institutional representatives, monitoring the collection of assessment data, monitoring project budget, assisting in the production of project final deliverables, and disseminating project work at appropriate international education forum.

FOR ADDITIONAL INFORMATION CONTACT THE HUMAN RESOURCES DEPARTMENT, AMERICAN COUNCIL ON EDUCATION (202) 939-9749. SEND COVER LETTER/RESUME/SALARY REQUIREMENT TO: RESUME@ACE.NCHE.EDU;

FAX: (202) 785-8742

EOE/AA/DISABLED/V

Date: 1/12/07
