

**United States - India Educational Foundation**  
**12, Hailey Road, New Delhi - 110001**

The United States-India Educational Foundation (USIEF), established in 1950, promotes educational exchange between the U.S. and India. USIEF activities are described on [www.usief.org.in](http://www.usief.org.in). USIEF seeks result-oriented candidates with professional experience and a desire to excel in the following position:

**Adviser, EducationUSA (Chennai)**

**Basic Functions of the Position:**

The incumbent reports to the Regional Officer. S/He provides accurate, comprehensive and impartial advice on educational opportunities in the U.S. S/He guides students as they research appropriate programs, prepare for standardized tests such as TOEFL, SAT, GMAT, and GRE, identify possible financial aid, and prepare for student visa and departure to the U.S.

The Adviser organizes educational advising programs and special events that reach out to cities across Southern India. S/he is required to make presentations on U.S. higher education and related topics, and contributes to the monthly statistics and reports. The Adviser also serves as a liaison with representatives of U.S. and Indian higher education institutions and high schools. The position is full time (40 hours per week). Extensive travel is required.

**Major duties and responsibilities include:**

- **Advising:** Advise students, scholars and professionals seeking to study in the U.S. about all aspects of the U.S. college/university admission process, including information on U.S. admissions tests, financial aid, student visas and arrival in the U.S. Information should be provided in-person, via e-mail, telephone and internet-based tools. This will be through in-depth one-on-one advising, group advising sessions and webinars.
- **Virtual Programming:** Support EducationUSA virtual outreach through digital and social media (SM) platforms. Devise strategies to engage students on SM platforms and expand EducationUSA's reach virtually. Promote EducationUSA events through organic and paid SM campaigns. Regularly create and update content for these platforms sourcing relevant information from all EducationUSA India advising centers.
- **Outreach:** Implement an agreed number of educational advising programs aimed at raising awareness about U.S. higher education across his or her region. Programs will be determined by the needs of the target audience and will include participation in education/career fairs, seminars, book fairs, workshops and talks at high schools, colleges/universities and other relevant public forums. This would also include support to visiting U.S. institutions for their programs at the EducationUSA Center and at high schools/colleges in the region.
- **Networking:** Develop and maintain contacts at U.S. universities and colleges, and also at high schools and colleges in South India for the purpose of coordinating outreach activities.

- **Test Preparation and Administration:** Assist in the administration – proctoring, checking student credentials, ensuring test center validity and allied responsibilities as per the College Board/Educational Testing Services’ guidelines -- of the relevant standardized test being administered at the EducationUSA Center.
- **Research:** To maintain and update his or her own knowledge of the higher education scenario in the United States and in India. Keep abreast of student trends, prepare reports and presentations, as required. Support the Regional Officer in developing new advising materials on U.S. education. Also serve as a resource on the Indian educational system to U.S. universities and colleges.
- **Administrative tasks:** Routinely update the CRM system to keep it up-to-date; Coordinate logistical issues related to events. For example, venue arrangements, display materials for education fairs, and generating participants for advising sessions and outreach activities.
- **Training:** Participate and learn from relevant training opportunities provided.
- **Information Desk:** Manage the information desk/front desk and handle routine tasks on a rotational basis.
- **Special Events:** Coordinate special events such as educational fairs and international education week programs.
- **Library:** Survey the market to locate new books and software resources to augment the EducationUSA library.
- **Reports:** Contribute to the compilation of database and monthly reports accurately and on time.
- Any other work assigned by the Regional Officer or Management.

**Required Qualifications and Skills:**

Education: Bachelor’s Degree in any discipline; preference for a U.S. University degree.

Experience: Minimum two years of relevant work experience. Work experience in the education sector, teaching and/or advising students on college admissions will be an added advantage.

Knowledge: Higher educational systems of U.S. and India, and opportunities for international students in the U.S.

Skills: High level oral and written English communication; Knowledge of U.S. higher education system; Excellent public speaking skills; Advising skills; Customer focus; Self-driven with strong networking and liaising skills; Ability to engage with students; Commitment to cross-cultural exchange; Experience in organizing conferences or similar events; Proven ability to work in a team environment; multitasking, creativity and problem-solving skills are assets. Fluency in MS Office – Outlook, word, excel, power-point and other presentation tools; database management; adept in Internet based tools and use of social media. Experience with CRM systems (such as Salesforce) would be a plus.

**Compensation:** Annual salary 9.01 lakh plus benefits of approx. 4.67 lakh.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** USIEF provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**How to Apply:**

**Interested candidates should complete the USIEF EMPLOYMENT APPLICATION FORM (downloadable from**

[http://www.usief.org.in/uploadip/usief\\_employment\\_application\\_form.doc](http://www.usief.org.in/uploadip/usief_employment_application_form.doc))

and e-mail as word attachment to [hr@usief.org.in](mailto:hr@usief.org.in) along with detailed CV and a Cover letter explaining how you meet the competency criteria.

The last date for receiving the completed application forms for the position is **August 21, 2022, by 23:59 hrs.**

Only short-listed candidates will be notified. Queries regarding application status will not be entertained.

**Only applications completed on the USIEF Employment Application Form along with detailed CV and Cover letter will be considered.**