



International Student Exchange Programs

Position **Program Associate for Africa**

Overview: Serves as Program Associate for African countries as member of the Africa Regional team and as Program Assistant for the Asia Regional team. Provides administrative support for Senior Director of Africa Programs in the administration of student exchanges (between ISEP member institutions in the U.S. and Africa) and in the implementation of the Africa Region Strategic Plan. Key responsibilities include: entry, processing & review of student applications, marketing & promotion of programs, advising of ISEP membership on program options in Africa and various projects related to Africa program development.

Salary Low to mid-thirties
Full-time position (40 hours/wk) with full benefits

Application Deadline: March 17, 2010

Starting Date: mid-May, 2010

Qualifications: ***Required:***

- BA/BS degree
- Study abroad and/or living abroad experience (preferably in Africa)
- 1-2 years of relevant work experience in international organization and/or higher education office
- Strong interpersonal communication skills
- Ability to work and think independently as well as part of team
- Ability to handle extensive detail and manage multiple tasks
- Applicant must have authorization to work in the U.S.

Preferred:

- French language fluency
- Knowledge of Microsoft Office systems (Access & Excel)
- Familiarity with African continent (specifically Francophone countries)

ISEP is a non-profit membership organization of 300 higher education institutions in the United States and 42 other countries that serves as a national and international resource for student mobility. ISEP facilitates reciprocal exchanges, provides fee-paid study opportunities abroad through direct enrollment and promotes the internationalization of its member institutions. The strength and success of the ISEP Network is built on a strong base of student mobility with over 34,000 student participants since 1979.

ISEP is an EEO/AA employer

Fax or e-mail cover letter & resume to:

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No phone calls please