



## International Student Exchange Programs

**Position**                      **Program Associate for Africa**

**Overview:**                      Serves as Program Associate for African countries as member of the Africa 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**                              \$16.00/hr  
Part-time position (20 hours/wk) with no benefits from July 1- September 7<sup>th</sup>, 2009  
  
Position will become full-time (with full benefits) on September 8<sup>th</sup>, 2009  
Salary: \$33,280

**Application Deadline:** June 12, 2009

**Starting Date:**                      July 1, 2009

- Qualifications:**                      ***Required:***
- BA/BS degree
  - French language fluency
  - 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:***
- Knowledge of Microsoft Office systems (Access & Excel)
  - Familiarity with African continent (specifically Francophone countries)

ISEP is a non-profit membership organization of 290 higher education institutions in the United States and 40 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 31,000 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