



PUBLIC FELLOWS PROGRAM

Job Title:	Program Officer
Organization:	Institute of International Education
Department/Office:	Scholar Rescue Fund
Location:	New York, NY
Salary:	\$50,000 with generous benefits
Start Date:	8/1/2011 or 9/1/2011

ORGANIZATION / DEPARTMENT DESCRIPTION

The Institute of International Education (IIE), an independent non-profit organization founded in 1919, is a world leader in the exchange of people and ideas. IIE administers over 200 programs serving more than 20,000 individuals each year. IIE provides a wide range of services to and manages or administers programs for many corporations, foundations, government partners, and international agencies.

IIE's Scholar Rescue Fund (SRF) provides fellowships to universities and colleges willing to host scholars whose lives or careers are threatened in their home country or region. Universities and colleges in any country may serve as hosts, and academics, researchers, and independent scholars from any country, field or discipline may qualify for support. Fellowships range from three months to one year, and may be renewable for a second term.

POSITION DESCRIPTION

Since its inception in 2002, the Fund has continued to see a consistent increase in applications, fellowships awarded and overall workload. The July 2007 launch of the Iraq Scholar Rescue Project has added significantly to this increase in activities. Reporting to the Executive and Deputy Directors, the Program Officer will be responsible for assisting scholars in the transition from their SRF fellowship at their host campus to post-fellowship employment or other career-advancing activities. These responsibilities include advising and providing training opportunities for scholars in need; developing resource guides and job placement assistance; creating networking and professional development opportunities for SRF alumni; and maintaining statistical and narrative data for monitoring and program evaluation purposes. The Program Officer will contribute to other activities of the Fund, including general outreach activities, donor reporting, travel and events planning

Principal Responsibilities: With the direction of the Executive and Deputy Executive Directors, the Program Officer shall have the following responsibilities:

1. Professional Development, Outreach and General Counseling

- In close collaboration with SRF Program Officers and current host institutions, assess the post-fellowship needs of each graduating SRF scholar and SRF's capacity to assist.

This position is *only* available through the ACLS Public Fellows program.
You may *not* contact the hosting agency to inquire about this position.

- Develop training manuals and identify professional networking opportunities through academic institutions, academic associations and fellowship organizations.
- Assist and train SRF scholars in CV writing and cover letters; provide letters of reference.
- Conduct or arrange mock job interviews.
- Expand on existing resource guides for post-fellowship employment or fellowship opportunities.
- Assist with immigration concerns such as asylum affidavits and referrals to *pro bono* counsel.
- Undertake special projects as determined by the SRF Chairman and Board.

2. Alumni Relations

- Reconnect and maintain contact with SRF alumni, dating back to 2002.
- Establish an interactive alumni network.
- Track general queries and correspondence with alumni and report on their activities for cultivation and program impact evaluation purposes.
- Communicate SRF alumni benefits and resources.
- Maintain alumni records in divisional databases and institute-wide tracking databases.
- Prepare and distribute SRF literature relevant to alumni activities and benefits.

3. Monitoring and Evaluation

- Responsible for developing and maintaining administrative systems for control of internal and external program documents related to all aspects of alumni correspondence and outreach.
- Responsible for the development and dissemination of program materials, including post-fellowship reports as well as all surveys and evaluation measures aimed at improving SRF and the services offered to grantees and partners.
- Responsible for maintaining and analyzing the Scholar Rescue Fund's statistical and narrative data on alumni.
- Responsible for generating reports for internal and external use in measuring program impact.

QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Two or more year's administrative experience in international education/exchange, program administration, human rights, immigration/refugee services or related field. Also acceptable are two years of combined experiences including study abroad, volunteer or internship positions.
- Knowledge of international and US educational organizations and systems (i.e.: IAU, UNESCO, ACLS, AAUP), human rights/relief/refugee organizations, or other relevant entities. Knowledge of other IIE programs and operations beneficial.
- Excellent administrative and writing skills and research, analytical ability. Attention to detail. Flexibility, initiative and good problem-solving abilities. Solid judgment and demonstrated ability to handle sensitive, confidential information in a discrete, professional manner. Ability to meet deadlines and to handle increasing levels of responsibility.
- Excellent interpersonal and cross-cultural skills. Experience living in developing countries beneficial.
- Excellent organizational skills.
- Ability to work with a team and without supervision
- Ability to handle sensitive, confidential information in a discrete, professional manner.
- Computer skills including databases and statistical software.
- Commitment to the principles and purposes of IIE and the Scholar Rescue Fund.

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APPLICATIONS

- Information on the ACLS Public Fellows program: www.acls.org/programs/publicfellows
- Have to be submitted through the ACLS Online Fellowship Application system (ofa.acls.org).
- Application deadline: **May 16, 2011, 3pm (EDT)**

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