

# PROGRAM OFFICER

## POSITION DESCRIPTION

This position is hosted by a global, independent nonprofit, serving a program that supports a fellowship. Reporting to the Executive and Deputy Directors, the Program Officer will be responsible for assisting scholars at risk in the transition from their 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 program alumni; and maintaining statistical and narrative data for monitoring and program evaluation purposes. The Program Officer will contribute to other activities of the host organization 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 other Program Officers and current host institutions, assess the post-fellowship needs of each graduating scholar and the program's capacity to assist.
- Develop training manuals and identify professional networking opportunities through academic institutions, academic associations, and fellowship organizations.
- Assist and train 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 host organization's Chairman and Board.

### 2. Alumni Relations

- Reconnect and maintain contact with program alumni.
- 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 alumni benefits and resources.

- Maintain alumni records in divisional databases and institute-wide tracking databases.
- Prepare and distribute program 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 the program and the services offered to grantees and partners.
- Responsible for maintaining and analyzing the program's statistical and narrative data on alumni.
- Responsible for generating reports for internal and external use in measuring program impact.

## QUALIFICATIONS

- PhD in relevant fields such as disciplines of the humanities and interpretive social sciences.
- Two or more years of administrative experience in international education/exchange, program administration, human rights, immigration/refugee services, or related fields. Also acceptable are two years of combined experience including study abroad, volunteer, or internship positions.
- Knowledge of international and US educational organizations and systems, human rights/relief/refugee organizations, or other relevant entities. Knowledge of relevant programs and operations beneficial.
- Excellent administrative and writing skills and research, and 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 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.

***\*\*This position description from a past competition of the Mellon/ACLS Public Fellows program is intended to serve as an example of one of the diverse roles in which fellows translated their humanities skills into successful work and post fellowship careers. For more information about past placements in this program, see the Recent Awardees page on the ACLS website.\*\****



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- Ability to handle sensitive, confidential information in a discreet, professional manner.
- Computer skills including databases and statistical software.
- Commitment to the principles and purposes of the host organization and the fellowship program.

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