



Education Advisor and English Language Program Assistant

The U.S. Embassy in Apia invites applications for the full-time position of Education Advisor and English Language Program Assistant. This position will promote U.S. educational opportunities in Samoa and in conjunction with the Regional English Language (RELO) Office, design and implement locally based English language programs. In addition to administering all Mission related educational services using a network of contacts and social media platforms, the position will provide guidance to those interested in study in the United States. It will involve a small degree of outreach to certain groups on test preparation, college application processes, college selection, scholarship opportunities, and how to succeed academically and culturally in college once the student is selected.

Applicants must have completed a Bachelor's degree in Education, Sciences, the Liberal Arts, Communications or Business. and have a minimum of two years experience dealing with complex office situations related to one or more of the following: higher education (e.g. tertiary, technical institutes, etc.) that involves the counseling/advising of students on U.S. university application/admissions procedures; **or** community development, inclusive of staff development and training **or** formal teaching and school administration **or** equivalent. The successful applicant will demonstrate experience and familiarity with U.S. and Samoan higher education systems, as well as experience developing and implementing/marketing educational (or other) programs—and must be familiar with U.S. society, education, geography, culture, and social processes.

The Education Advisor and English Language Program Assistant is expected to maintain a range of contacts and must be able to work independently in executing the Embassy's English language programs. The position requires excellent administration skills, including proficiency in Microsoft Office applications and the ability to produce written English documentation to a high quality standard. The successful applicant must be comfortable addressing groups at public events, and have a valid driver's license or be able to obtain one within a month of employment.

You must be a Samoan citizen or permanent resident to apply for this position.

The starting salary is WST\$39,847 per annum including allowances.

All employees of the US Government are required to complete full medical and security background checks.

Pease submit a cover letter, resume or CV and 'application form/template' available for download at

http://samoa.usembassy.gov/job_opportunities.html

Applications without the above will not be considered

Dead-line for applications - 4:00pm Monday, 5 October 2015; addressed to Admin Asst, P.O. Box 3430, Apia; or drop off your application at the U.S. Embassy, Apia. Please include "Education Advisor and English Language Program Assistant" at top left hand corner of envelope. Or please email application to ApiaHumanResource@state.gov

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*