

The U.S.-Mexico Commission for Educational and Cultural Exchange

COMEXUS

Program Officer Job Description

In order to promote mutual understanding between both countries, COMEXUS administers the Fulbright-Garcia Robles educational and cultural exchange programs that support studying, teaching, research and professional development in the U.S. and Mexico. The Program Officer manages and supports the selection, placement, grant budgets, and monitoring of Fulbright grantees.

Responsibilities:

- Reports to Director of Programs and Executive Director.
- Manages and supports the selection, placement and monitoring of approximately 65 grantees.
- Supports the application, review and interview processes of candidates.
- Collaborate in selecting public schools as placement for grantees.
- Administers the program budget and grant payments.
- Advises grantees on grant policies to ensure compliance, and monitors grant progress.
- Coordinates with cooperating agencies such as the Institute for International Education (IIE), IREX, and the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) on placement, immigration, and monitoring processes.
- Prepare US grantees before arrival in Mexico with grant terms and conditions, collaborate in their Welcome Orientation (for all US grantees) with several information sessions and different speakers or activities; Monitoring of grantees in Mexico. Coordinating visa processing (for both Mexican and US grantees); Coordinating grant payments and flights purchase or reimbursements;
- Trains and supervises support staff for the program administration.
- Participates in occasional outreach activities and promotion trips.
- Other duties as assigned.

Qualifications:

- Bachelor's or higher degree in the USA preferred.
- Master's degree preferred.
- Experience living, working and/or studying abroad.
- Minimum 3 years professional experience, preferably in international education, program management or a related field.
- Fluency in English and Spanish required.
- Excellent multi-tasking, problem solving, time management, and event planning skills.
- Strong interpersonal communication, analytical, written and oral presentation skills with the ability to communicate cross culturally in a binational setting.
- Reporting and administrative writing.
- Effective personnel and budget management skills.
- Microsoft Office (including Word, Excel and PowerPoint) and database management proficiency.
- The ideal candidate is highly responsible, flexible and adaptable, has team spirit and works well under pressure.

Work Conditions:

- Attractive working conditions.
- Three month trial period.
- The permanent position includes benefits superior to those required by Mexican law.

Contact:

- To be considered, send your cover letter, resume, a copy of an official transcript of the highest degree earned and the contact information for three references to Alma Lilia Calderon Pita, Director of Administration, alma.calderon@comexus.org.mx.
- The review of applications will begin immediately and continue until we cover the position. Immediate start date.

For more information on COMEXUS please go to www.comexus.org.mx