

## **U.S. Embassy Luxembourg: Call for EducationUSA Advisor Grant**

U.S. Embassy Luxembourg is launching a 'call for grants' to support EducationUSA advising and activities in Luxembourg. EducationUSA is a U.S. State Department network of over 430 international student/advisers/advising centers in more than 175 countries and territories which promote U.S. higher education to students around the world by offering accurate, comprehensive, and current information about opportunities to study at accredited postsecondary institutions in the United States.

Any person with a knowledge of and experience in the U.S. higher education system who speaks English may apply. The grant will include funding from U.S. Embassy Luxembourg and will be administered by the Fulbright Commission for Belgium and Luxembourg. The grant is worth up to \$20,000 annually, inclusive of both a \$30.00 hourly stipend for hours worked, and expenses incurred up to \$10,000. The most competitive candidates will have firsthand experience with the U.S higher education system, an understanding of the Luxembourg secondary and higher education systems, fluency in English and familiarity with at least one official language of Luxembourg, competence in virtual meeting and conference applications such as Zoom, Microsoft Teams, or Google Meet.

As this is a 'call for tender,' the message below includes the required elements for the grant application.

- 1) State your interest in this position and any relevant experience you have in the field of U.S. higher education and advising students.
- 2) Include a plan for how you will evaluate the success of your advising and outreach and how many students you hope to reach
- 3) Include a budget proposal (hourly stipend, office expenses, etc.)
- 4) Include a resume or CV

-The deadline to submit all application materials is April 18, 2021

-The grant award notification will be by May 18, 2021, with an expected start date of June 1, 2021.

-The grant includes a contract with the Fulbright commission which is between the Adviser and the Commission.

A detailed position description is below, and more information about EducationUSA can be found online at: <https://educationusa.state.gov/about-educationusa>

Please feel free to reach out with any questions to [LuxembourgPublicAffairs@state.gov](mailto:LuxembourgPublicAffairs@state.gov).

## EDUCATIONUSA ADVISER - LUXEMBOURG

**The U.S. Embassy selects an individual to act as the EducationUSA Adviser and the Adviser has a grant with the Fulbright Commission for Belgium and Luxembourg.**

**The EducationUSA Adviser** is a resource for qualified individuals who are interested in higher education in the United States. The Adviser provides accurate, unbiased information and guidance to individuals interested in applying for admission to accredited programs of higher education in the United States and actively promotes U.S. higher education. The adviser holds weekly or bi-weekly office hours at the Centre de documentation et d'information sur l'enseignement supérieur (CEDIES) or online and handles student appointments by video, email, phone, and in person. This includes outreach to local high schools, the Association of English Teachers, and the Education fairs which take place annually. The Adviser guides prospective students through the process of selecting institutions to which to apply, application for admission, seeking financial aid when needed, and preparation for departure to the U.S. The position requires less than 20 hours per week and all hours must be documented on a weekly basis. The adviser is required to complete basic training and other training as available and recommended. Some training may require travel.

Activities related to general advising for study in the United States are part of a U.S. government network of over 430 worldwide EducationUSA Advising Centers that provide consultations to students, teachers, educators, and individuals interested in education in the United States. Advisers assist in standardized test preparation and offer classroom talks and seminars on a broad range of U.S. educational opportunities and topics. Local advisers provide statistics to the U.S. Department of State on all activities related to promoting study in the United States and the EducationUSA initiative. The Adviser is also eligible for library materials and professional development support through the Regional Educational Advising Coordinator (REAC) and the EducationUSA Adviser is expected to participate actively in the EducationUSA community.

### **Responsibilities:**

- Provide unbiased information on higher education in the U.S. and educational advising services to students, scholars and professionals seeking to study in the United States. Information will be provided in person, virtually, and via e-mail and telephone in English. Some French is helpful.
- Advising services will include, but not be limited to, group orientation sessions for the public, individual consultations, and assistance with all aspects of the college/university admissions process.
- Curate an offering of relevant materials and resources provided by the Department of State (DOS) education offices and other sources.
- Maintain a database of center users and accurate statistics on center use, especially EducationUSA's Data Reporting system.
- Participate in program planning and assist the country coordinator in the implementation of special advising programs such as the Opportunity Grants program to assist academically talented, economically underprivileged students to gain access to US higher education with financial aid.
- Develop and implement a robust outreach program, pre-departure orientations, country seminars and workshops.
- Assist visiting U.S. university representatives and with education fairs.
- Foster opportunities for interaction between departing and returning students and scholars; use returning grantees and alumni as resources.

- Provide information on education in Luxembourg, in English, for U.S. university representatives or other non-Luxembourgish inquiries.
- Produce educational advising materials, as needed.
- Aid in maintaining contacts with individuals and organizations engaged in educational advising in and outside the U.S.
- Assist in providing research service for office, country coordination, and DOS inquiries.
- Assist in maintaining liaison functions with the Post, the REAC and other agencies.
- Develop an annual strategic and outreach plan, including virtual components.
- Maintain ties with Luxembourgish students in the U.S., supporting their return home after graduation through career guidance and assistance with job placement as well as involvement of alumni in the advising center's programs.
- Pursue a program of professional development that includes self-study, in-region training provided by REAC, and various opportunities provided through DOS.
- Supervise interns if the Adviser would like to work with local or local American students

**The adviser shall provide regular reporting on the following metrics:**

- Phone calls, emails, or meetings.
- Review and actions associated with EducationUSA, e.g. REAC-EUROPE forum, SECUSS-L, REAC updates, IIE releases.
- Routine social media posting on Facebook.
- Exchanges of emails and phone calls to set up advising sessions.
- Ongoing cooperation with HEI reps.
- Ongoing cooperation with Lux govt, e.g. setup and promotion of office hours for CEDIES routine progress on projects like LCN, e.g. finding appropriate images from EdUSA resources.
- Any other actions required for EducationUSA's Data Reporting System (DRS) which is required monthly.