



EducationUSA is hiring

Location: Belo Horizonte - UFMG

Application Deadline: February 24, 2021

Position Opening: EducationUSA Adviser Full-time (40 hours/week)

Overview:

The EducationUSA Advisers provide information to the public about U.S. higher education at accredited undergraduate, graduate, or other institutions in the U.S. Among other responsibilities, advisers offers unbiased advice to the public on the admissions process, financial aid, intercultural issues, logistics, and other topics as required and appropriate. Advisers also manage day-to-day activities. EducationUSA is administered under a grant from the U.S. Department of State's Bureau of Educational and Cultural Affairs to promote higher education and study opportunities in the United States.

Qualifications:

- Bachelor's degree required. Master's degree or graduate certificate a plus
- Work permit required
- Comprehensive knowledge of U.S. and Brazilian educational systems
- Experience in studying both in Brazil and in the United States preferable
- Proficiency in English and Portuguese
- Excellent writing and communication skills
- Material development, proposal, and report writing skills
- Experience in advising students and professionals helpful
- Event planning and organization a plus
- Budgeting, supervising, and training
- Excellent record-keeping
- Excellent administrative follow up
- Attentiveness to detail and consistent follow-through
- Competency in using Microsoft Word, Excel and PowerPoint
- Excellent interpersonal skills
- Critical thinking, problem-solving skills, and multitasking
- Ability to work in teams of advisers based in different countries or regions of Brazil
- Ability to communicate, interact and work effectively with U.S. university representatives and other stakeholders
- Availability and flexibility to travel domestically and abroad
- Experience in the use of social media tools such as Facebook, Instagram, and LinkedIn and mass mailing tools

Other Skills:

- Demonstrated success in fast-paced offices
- Competence in computer and internet tools
- Strong customer service orientation
- Interviewing and oral presentations

To Apply:

Please send a **resume/curriculum vitae in English**, a **cover letter in English** explaining interest in the position (indicate your salary expectation) and **one letter of recommendation** to info@dri.ufmg.br. Please specify the position you are applying for in the subject line.