

Institute of International Education
Title: Project Manager, EducationUSA
Washington, DC 20005

The Project Manager, EducationUSA Global Services is a client facing role that supports project management efforts to ensure that contractual deliverables are met and represents the Lead of the program as needed. The Project Manager regularly communicates with external program partners and works in close consultation with counterparts in the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) on a daily basis. As a part of the project management role, the Project Manager works closely with IIE's Program Delivery groups to ensure programmatic success. The Project Manager authors, develops, compiles, and analyzes data for, a variety of reports and special projects. The Project Manager works with Program Delivery Group to continually innovate outputs. The program officer supports the efforts of the Regional Educational Advising Coordinators (REACs).

Essential Functions:

- Supports day-to-day contact with program senior level contacts at the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA). Manages the client experience, consistent with established protocols. Manages all daily taskers and reporting in coordination with the program lead, internal teams (including IIE's Program Delivery Group) and external partners. Coordinates communication with client counterparts for assigned programmatic portfolio and responds to general and specific questions, inquiries and correspondence to ensure programs deliverables are met. Troubleshoots participant and partner issues.
- Serves as the daily project manager, working with the entire project team to ensure deliverables are being met which includes day-to-day program activities of the Adviser Training component, including Adviser Training Institutes and Sub-Regional Workshops; EducationUSA events, such as the annual Washington, DC Forum and Regional Forums, as well as representational activities, including virtual; and programmatic outreach and marketing efforts, including social media.
- Works with team lead and with portfolio finance to monitor budget, cost-share budgets/back-up and partner contribution budget and supporting financial documentation, particularly with regard to program budget for events, trainings and marketing activities. Supports Regional Educational Advising Coordinators (REACs) in financial and operational matters. Ensures the Regional Education Advising Coordinators are issued laptops and phones per IIE policies.
- Collects, compiles, and analyzes data for impact and quarterly reports for ECA, as well as other reports and data requests as necessary. Coordinates critical communications with partners.

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Education and Experience:

- Requires a Bachelor's degree in order to apply a working knowledge of the theories and principles in a specialized field or work discipline.
- Requires at least five (5) years of related work experience.

Other Knowledge, Skills and Abilities:

- Must have a minimum 5 years of experience working within the field of higher education, international education, international affairs, or a similar field, with preference for advisory and capacity-building experience.
- Must have an understanding of international exchange programs and the goals of U.S. Public Diplomacy initiatives.
- Must have strong written, oral, and cross-cultural communication skills.
- Budget and financial literacy required.
- Experience working with academic conferences, seminars, training and or professional development initiatives.
- Experience with social media and digital outreach in a professional capacity strongly preferred.

- Experience working within a regulatory environment and managing risk.
- Experience and networks with private sector companies desired.
- Proficiency with MS Office applications including Word, Excel and Outlook.

Work Conditions & Physical Demands:

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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