



Temporary Position Announcement International Research & Exchanges Board (IREX)

Position Title: Program Assistant

Period: September 2011 – December 2011

Program: Global Undergraduate Exchange Program (Global UGRAD), Edmund S. Muskie Graduate Fellowship Program (Muskie), University Administrative Support Program (UASP) and Yegor Gaidar Fellowship Program in Economics and Public Policy

Division: EPD

Reports To: Senior Program Officer

Position Location: Moscow, Russia

Grade Level: Grade 1

About IREX:

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development.

Founded in 1968, IREX has an annual portfolio of \$50 million and a staff of over 400 professionals worldwide. IREX and its partner IREX Europe deliver crosscutting programs and consulting expertise in more than 50 countries.

Summary of Position:

IREX is seeking a Program Assistant for a temporary position in the Educational Programs Division (EPD) for the period from September 2011 to December 2011, who will provide logistical support for international higher education exchange programs, specifically the Global UGRAD and Muskie fellowships, University Administrative Support Program and Yegor Gaidar Fellowship Program in Economics and Public Policy.

Specific duties include, but are not limited to the following:

- Provide logistical and administrative support in education exchange programs cycles, including participant recruitment and selection, alumni events, and other occasions as required.
- Develop a variety of program materials, including standardized instructions and conditions for participation for program participants and alumni.
- Answer correspondence from program participants and alumni in a timely and professional manner.
- Serve as a point of contact for vendors (hotels, caterers, etc.)
- Prepare financial paperwork; track and update program budgets.
- Maintain program files, databases, and record keeping systems.
- Provide phone coverage for the department.
- Support other EPD programs when needed.
- Other duties as assigned.

IREX/Russia
Job Description – Program Assistant

Qualifications:

- University degree and fluency in English
- Excellent oral and written communication skills in both English and Russian
- Excellent interpersonal skills
- Excellent computer skills (MS Word, Excel, Outlook, Internet)
- High level of attention to detail
- Ability to adhere to deadlines, prioritize and handle multiple tasks simultaneously
- Ability to work with minimal supervision

To apply:

Please send CV to muskieprogram@irex.ru.

NO phone calls please.