*Qualifications:*

- Education and prior experience: Direct experience with the U.S. educational system, with either an undergraduate or graduate degree from a U.S. university. Experience in advising or university administration with international students and professionals highly desired.

- Knowledge of Spanish educational system.

- Proficiency in English and Spanish.

- Excellent presentation and writing skills in English and Spanish.

- Competence in the use of technology: computer (word processing, Power Point preparation, use of Excel spreadsheets and databases); Social Media tools (website, Facebook, Blogs, Twitter); familiarity with on-line conferencing tools such as Skype, GoToMeeting or other.

- Managerial skills: planning, budgeting, supervising. Ability to multi-task.

- Other skills and attributes: interviewing, oral presentations in English and Spanish, proposal and report writing, customer service oriented, able to travel.
*Responsibilities:*  

The EducationUSA adviser provides advising services in cooperation with the Fulbright Commission, the Regional EducationUSA Advising Coordinator (REAC) and the U.S. Embassy liaison for educational advising throughout Spain. The adviser carries out the following educational advising functions:

- Develop an annual plan and budget for the EducationUSA Center in Spain, including an outreach plan and strategies to publicize the EducationUSA center and its services.

- Provide accurate, comprehensive and current information on higher education in the U.S. and assist students, scholars and professionals seeking to study in the United States. Information will be provided in person and via e-mail, telephone, virtual advising, and social networks in both Spanish and English. Advising services will include, but not be limited to, frequently scheduled group orientation sessions for the public, individual consultations, and assistance to advisees with all aspects of the college/university admissions process.

- Actively promote Fulbright grants for U.S. Study to Spanish students,

- Develop and implement an extensive outreach program, special seminars, webinars, and workshops. Maintain close contact with secondary school counselors and university international offices.

- Assist U.S. institutions of higher education to understand the Spanish educational system and provide timely responses to inquiries from U.S. universities. Organize and implement EducationUSA College Fairs for accredited U.S. institutions.

- Participate in program planning and in the implementation of special advising programs such as the Competitive College Club which targets and assists academically talented students to gain access to U.S. higher education with financial aid.

- Develop and monitor social networking groups as needed and assist in maintaining the EducationUSA website in Spain. Produce educational advising materials such as handouts, site list for specific fields of study, Power Point presentations, and other guidance materials as needed.

- Maintain statistics and submit monthly statistical and narrative reports.