Candidate Profile Requirements:
• U.S. or Spanish citizen, with experience in the U.S. educational system, culture, and society.
• Bachelor’s degree completed in the U.S.
• Classroom teaching experience in Spain.
• Excellent knowledge of Windows Office, Google Drive, web design (Weebly), webinars, and Gmail.
• Native English and good command of Spanish.
• Ability to work with young people; empathetic and patient.
• Possess initiative and the capacity to work independently.
• Excellent organizational skills.
• Excellent communication and writing skills.
• Collaborative team member; must be willing to share an office space with five/six other colleagues.
• Willing to make a minimum commitment of three years.

Preferred:
• Legal work permit for Spain.

Employment Conditions
• Salary dependent on experience.
• Contrato en prácticas, six-month trial period with a possibility for an indefinite contract.
• Full-time position: Monday to Friday from 8:15 to 15:00 plus two afternoons a week from 16:00 to 18:00. (Summer hours: 8:00 to 15:00 Monday to Friday from 15/6 to 15/9).
• Occasional meetings and seminars outside of normal office hours.
• Enjoyable and varied work.
• Good work environment; dynamic and multicultural office.
• Start Date: August 17, 2015.

Job Description
The U.S. Program Assistant will provide administrative support to the U.S. Program Officer and serve as the initial point of contact for all incoming American Fulbright grantees (approximately 90 each year) in Spain.

Essential functions:
• Administrative
• Responsible for daily correspondence with all grantees. Must respond to a high level of emails in a timely manner.
• Receive, sort, and manage large number of applications.
• Assist with grantee selection.
• Data entry: register all new grantees in the internal database.
• Prepare all grantee documentation.
• Enroll grantees in health insurance program.
• Keep grant materials up-to-date.
• Maintain pre-departure websites.
• Keep organized files on each grantee.
• Help grantees process their Spanish student visa and residency card.
• Work with the accounting department to process payment requests.
• Contact with program sponsors.
• Basic tasks: copying, filing, scanning, mailing, etc.
• Event Planning
• Coordinate meetings for grantees throughout the year
• Hold pre-departure webinars over the summer
• Organize two multi-day conferences per year.

Please e-mail your CV and a brief personal statement (maximum one page) explaining your interest and why you would be a good candidate for this position by Monday, July 13th, to Blanca Saiz, bsaiz@comision-fulbright.org.

Mónica Pérez-Bedmar
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