



**Program Assistant (Short-term)**  
**U.S. Central Asia Education Foundation**  
**(US-CAEF)**  
**Bishkek, Kyrgyzstan**

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The U.S.-CAEF Program Assistant will assist the Program Coordinator with recruitment, selection, and preparation for graduation ceremony within U.S.-CAEF Enterprise Fellowship Program, administered by American Councils. This is a temporary, short-term role from late December 2017 to early June 2018.

One key aspect of the Program Assistant's role is to perform various administrative tasks associated with the U.S.-CAEF program, specifically related to the participant recruitment and selection.

U.S.-CAEF Program provides scholarships to undergraduate students to study Business or Economics at AUCA (in Kyrgyzstan) or KIMEP (in Kazakhstan) and supports students' personal and professional growth through a variety of supplemental trainings and internships. Program Assistant will be responsible for assisting during the application process, for assisting in communication with on-program students, and for assisting with logistics for graduation events.

**PRIMARY RESPONSIBILITIES INCLUDE:**

- Assists in recruitment, selection, and testing of program participants, including for internship programs according to the schedule provided;
- Develops positive and supportive relationships with all student fellows;
- Maintains close, regular and frequent communication with Program Coordinator;
- Demonstrates positive attitude and is positive representative of the program with the public or other partners;
- Provides input into annual and graduation report preparation according to schedule provided;
- Assists in organizing a large annual graduation event, including logistical support for high level guests;
- Maintains orderly records for all aspects of program administration;
- Other duties as required.

**QUALIFICATIONS:**

- Bachelor's degree;
- 1-2 years work experience (preferably in an international organization or firm);
- Effective communication skills, both written and verbal;
- Demonstrated planning and organizational skills;
- Ability to multi-task and set priorities while working independently;
- Ability to adhere to multiple deadlines in a high pressure environment;
- Exceptional attention to detail;
- Ability to quickly respond to applicants requests;
- Excellent English, Russian and Kyrgyz language skills a must;
- Integrity and a can do attitude.

To apply, please submit your CV and a cover letter to: Sung In Marshall, Country Director ([director@americancouncils.kg](mailto:director@americancouncils.kg)) with the subject line "U.S.-CAEF Program Assistant". Deadline for applications is **Wednesday, December 13** at **17:00**. Interviews will take place on Friday, December 15.