

**JOB DESCRIPTION
Date: November 2024**

Position	<i>Programme Assistant, Sutton Trust Fulbright US Programme</i>
Purpose	<p>To support the delivery of the Sutton Trust Fulbright US Programme, including event planning, project delivery, enquiry management and programme administration. The post supports high quality, student-orientated customer service for students, applicants and their schools.</p> <p>The Sutton Trust Fulbright US Programme supports social mobility and enables financially disadvantaged young people to study in the USA in order to meet the Commission’s strategic objectives of promoting US-UK exchange to diverse audiences and creating a pipeline of talented students interested in US-UK exchange at all levels.</p>
Reports to	Programme Manager, Sutton Trust Fulbright US Programme
Responsible for	Monitors the work of pro bono volunteers, mentors and temporary staff, under supervision of the Programme Manager.
Main responsibilities	<p>1. Programme Administration:</p> <ul style="list-style-type: none"> ○ Implement administration systems for tracking students’ progress in the US application process ○ Monitor a network of volunteers, student team leaders and mentors ○ Assist the Communications team to promote the programme to applicants, schools and in the press ○ Update the spending of the grant ○ Assist with programme application, enquiries and selection ○ Update Sutton Trust Fulbright US Programme website <p>2. Event Coordination:</p> <ul style="list-style-type: none"> ○ Provide logistical support for Sutton Trust events ○ Assist with planning programme residentials ○ Chaperone and/or staff events including student residentials and the US week(s) <p>3. Advising:</p> <ul style="list-style-type: none"> ○ Support on-going advising for students, parents, mentors and school representatives throughout the admissions process through email, phone and in-person enquiries, as well as a social media group for students and email newsletters ○ Assist with Financial Aid assessments under the supervision of a Programme Manager ○ Deliver presentations to students, parents and advisers on US admissions and financial aid ○ Implement alumni engagement activities

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	4. Other: <ul style="list-style-type: none">○ Work collaboratively with other members of the department and organisation as a whole to achieve objectives○ Provide guidance and support for volunteers at events○ Provide guidance to interns○ Undertake other duties as are appropriate to the role and within the competence of the role holder○ Awareness of and compliance with the organisation's policies
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Person specification

Education and qualifications

Essential	Desirable
	Educated to undergraduate level

Experience

Essential	Desirable
<p>Experience of coordinating events for young people</p> <p>Experience of working with people from a range of diverse backgrounds.</p>	<p>Personal experience of studying in the US undergraduate higher education and/or experience of guiding UK students through the US undergraduate admissions and financial aid process</p> <p>Personal experience of studying in the UK higher education system</p> <p>Experience of working with young people from disadvantaged backgrounds</p>

Skills and knowledge

Essential	Desirable
<p>Strong written and oral communication skills</p> <p>Capability to develop good working relationships with internal and external contacts, stakeholders and partner organisations</p> <p>Ability to form strong personal relationships with students and schools, as well as motivate and support them during the admissions process</p> <p>Excellent organisational skills</p> <p>Strong time management skills with an ability to plan ahead and anticipate requirements, problems and obstacles</p>	<p>Proficiency in office tools such as the Google Suite, Eventbrite, MailChimp and website content management systems</p> <p>Strong presentation skills with the ability to deliver effective presentations to a range of audiences</p>

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<p>Ability to work on own initiative without close supervision</p> <p>High level of administrative skills to aid personal organisation</p> <p>Ability to handle confidential and sensitive information appropriately</p> <p>Proficiency in Microsoft Office software (Word, Excel and Outlook)</p>	
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Personal attributes

Essential	Desirable
<p>Intercultural sensitivity, empathy and patience</p> <p>Passion for seeing young people achieve their objectives</p> <p>Strong interest and experience in international education or cultural exchange</p> <p>Strong personal initiative and motivation</p> <p>Reliable and responsible</p> <p>Ability to learn quickly and adapt in a fast paced environment</p> <p>Willingness to travel domestically and internationally including travel to the US for all US-based residentials</p>	

Successful appointees will need a valid and clear enhanced DBS check as a condition of employment at Fulbright.