

JOB DESCRIPTION
Date: November 2025

Position	Programme Assistant (7-month fixed term contract)
Purpose	Our Fulbright Awards are scholarships that support cultural exchange between the US and UK. Our scholars include postgraduate students, academics, senior visiting professors and other professionals across a wide range of disciplines. Becoming a Fulbright scholar means entering into a diverse global community of accomplished individuals and is a lifelong commitment. The Programme Assistant is a member of the Fulbright Awards team and is responsible for supporting all aspects of the Fulbright Award programmes, with a particular emphasis on US Awards where US individuals apply for a masters or research programme in the UK. This includes supporting the selection process, pre-departure administration/preparation, events, pastoral support for scholars and helping foster an active and engaged Fulbright community.
Supervised by	Senior Programme Manager
Main responsibilities	1. Programme management • Provide support to the US Awards team with all aspects of the selection process, including coordinating the receipt of applications, organising interview panels and preparing interview materials • Provide support to the UK Summer Institute programme where US undergraduate students visit the UK to study at universities for three to four weeks • Be the first point of contact for all awards enquiries • Responsible for accurate record keeping and effective tracking and processing of all documentation relating to scholars in line with GDPR requirements • Assist team with creating grant paperwork for approval by the Director of Finance and Executive Director • Assist with tracking current programme participants for UK Visas and Immigration compliance • Assist the Awards team with the Salesforce CRM database management, including cleaning and importing data into the database and ensuring that it contains current and reliable information • Assist in updating the Fulbright Commission website and Fulbright awards catalogues • Assist with alumni communications and support efforts to foster an active Fulbright community 2. Event Coordination • Provide logistical support in the execution of Fulbright Programme events and, where possible, Commission wide events

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	• Represent the Fulbright Programme at these events by welcoming and conversing with programme participants and other external stakeholders • Create, manage and track invitations to external events • Liaise with external organisations to arrange venue space, catering and accommodation • Organise virtual events logistics and provide technical support during virtual programming • Compile event information materials and packs for attendees • Maintain detailed records of expenditure for each event/activity to ensure costs are within budget
	3. Other • Work collaboratively with other members of the department and organisation as a whole to achieve objectives • Provide admin support as necessary to the Director of Awards and Head of Special Projects • Capture key information from meetings to ensure accurate record keeping and follow up actions • Manage and approve requests from scholars seeking to join Fulbrighter, Fulbright's digital networking platform • 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 internal policies

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Person specification

Education & Qualifications

Essential	Desirable
Educated to undergraduate level	

Experience

Essential	Desirable
Strong interest and/or personal experience in international education or cultural exchange	Previous experience of working in higher education Personal experience of studying in the US higher education system or/and the UK higher education system Previous experience of working with study abroad programmes or international student services.

Skills and knowledge

Essential	Desirable
Excellent written and oral communication skills Capability to develop good working relationships with internal and external contacts both in person and remotely Experience of working with people from diverse backgrounds Ability to handle confidential and sensitive information appropriately Ability to apply personal organisation strategies and to prioritise and effectively deal with a large and varied workload in a busy environment to agreed timescales Strong attention to detail	Prior experience of assisting with communications, event planning and/or programme administration in the higher education or non-profit sector Experience working with databases Proficiency in Microsoft Office software

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Ability to work on own initiative without close supervision	
Ability to work collaboratively with colleagues across the organisation, as a team member and as an individual	

Personal attributes

Essential	Desirable
Intercultural sensitivity, empathy and patience	
Reliable and responsible	
Highly motivated	
Strong team player	