



Administração Central **Assessoria de Relações Internacionais - ARInter**

Position Available: ARInter / EducationUSA Adviser

Qualifications:

Candidates must be CEETEPS's teachers or faculty members. Availability: Minimum of 20 HAE and maximum 40 HAE. In person work modality at CEETEPS headquarters.

Experience with the Brazilian and the U.S. Higher Education systems, preferably by having exposure to both systems of education is a plus. Experience in advising or university administration, or experience with international students and professionals helpful. Language proficiency in English and Portuguese. Excellent written and oral communication skills consistent with those of an educated native speaker of English and Portuguese.

Comprehensive knowledge of the U.S. and Brazilian education systems.

Competent computer skills: word processing, database management, internet and electronic mail, social media, power point and web pages.

Managerial skills: planning, budgeting, and training. Multi-tasker. Other skills and attributes: interviewing, oral presentations, proposal and report writing, and customer service oriented.

Availability to travel in Brazil.

Responsibilities:

Provide educational advising services to students, scholars and professionals seeking to study in the United States. Information is provided in person, via e-mail and telephone in both Portuguese and English.

Ensure effective delivery of advising activities.

Collaborate closely with the other staff at the Brazilian universities, American Spaces, and partner institutions.

Preparation of funding requests, statistical analysis, budgeting and strategic planning for department.

Manage and implement special advising programs such as pre-departure orientations, outreach programs, as demanded.

Participate actively in local and regional events.

Aid in developing business plans, annual plans, budgeting, marketing, funding requests, and strategic planning for income-generating activities.

Location: CEETEPS Headquarters (Santa Ifigênia – São Paulo)

Employee Type: In person modality, minimum 20 HAE and maximum 40 HAE.

Application Deadline: 16/August/2024

To Apply:

1. Access and apply: <https://arintersql.azurewebsites.net/form2.aspx>
2. Upload documents:
 - a. Letter of intent (short letter highlighting your skills and showing why you'd be a fit for the position)
 - b. Updated class attribution (Atribuição de aulas)
 - c. CV