

FULBRIGHT COMMISSION IN IRELAND

Job Vacancy: Awards Program Officer fulltime (5 days per week).

Contract period: 24 months, with expectation of renewal.

The Fulbright Commission in Ireland (www.fulbright.ie) is seeking to appoint a fulltime (5 days per week) Awards Program Officer.

Background

The Fulbright Commission in Ireland is a bilateral partnership supported by the U.S. Department of State and the Irish Government's Department of Foreign Affairs, as well as the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, its funding is derived from Irish and U.S. governments, higher education institutions, public agencies, organizations, and donations.

The Fulbright Commission in Ireland annually awards grants for Irish citizens to study, research, or teach in the U.S. and for Americans to do the same in Ireland. The primary grant program that the Commission manages is Fulbright Program, whose purpose, since 1946, is to increase mutual respect and understanding between people of the United States and people of other countries through educational and cultural exchange.

The Position

Reporting directly to the Executive Director, the successful candidate **must:**

- Have a minimum of three years' experience working in International Academic Exchange
- Have proven experience of working with U.S. Higher Education
- Have excellent IT skills with strong Microsoft Office skills. Also, use of Irish or U.S. (Or equivalent) award management systems.
- Be legally eligible to work in the Republic of Ireland
- Enjoy working in a fast-paced, creative environment, collaborating in a small team, and effectively responding to tasks and requests
- Empathise with Fulbright's purpose

The following are **desirable:**

- In-depth experience with CRM systems
- Knowledge of the Fulbright program
- Knowledge of the Irish cultural scene

Principal Duties and Responsibilities

The following duties and responsibilities are indicative, but not exhaustive. They may change over time to reflect the Commission's changing context, priorities, and activities.

- Administration of the Fulbright Scholar Awards for applicants looking to go to the U.S.
- Administration of the Fulbright Scholar Awards for applicants looking to come to Ireland.
- Administration of the Fulbright Specialist Scholar Awards for applicants looking to come to Ireland.
- Administration of the Fulbright Global Scholar Awards for applicants looking to come to Ireland
- Liaison with relevant U.S. and Irish agencies
- Identification and development of program and sponsorship opportunities
- Development and delivery of orientation and cultural programs and events for awardees
- Collaboration on the promotion and advertising of Fulbright Awards and Program.
- Other duties as assigned by the Executive Director

Remuneration and Benefits

Contract Tenure: 24 months

Salary: From €38,000 per annum gross (commensurate with experience)

Pension: The Commission operates a contributory pension scheme.

Other benefits: The Commission operates a death-in-service scheme.

Leave: 22 days (including two U.S. celebration days)

Location: Commission employees work from the main office on Merrion Square and can agree to work, in part, from a home office.

Application

- Interested applicants should submit to application website (link below) **by 5 PM on Wed 1st of June 2022**
- A short cover letter outlining motivation for applying and relevant experience
- A detailed curriculum vitae
- The names / contact details of two referees.

Applications should be completed at: [https://my.hrduo.com/candidate-jobs/Fulbright Commission in Ireland/8161634551](https://my.hrduo.com/candidate-jobs/Fulbright%20Commission%20in%20Ireland/8161634551)