



Program Officer for Virtual Initiatives
Critical Language Scholarship Program
Washington, DC

FLSA STATUS: EXEMPT

SALARY RANGE: \$59,000 - \$64,000 SALARY/YEAR

POSITION SUMMARY

The [Critical Language Scholarship \(CLS\) Program](#) provides funded, intensive summer opportunities in nine languages critical to U.S. security and prosperity. Available overseas and virtually, the program is open to U.S. undergraduate and graduate students.

Since its inception in 2006 as part of the National Security Language Initiative, the CLS Program has supported more than 10,000 participants, representing all 50 U.S. states, to learn languages of strategic importance.

Based in Washington, D.C., the Program Officer for Virtual Initiatives reports to the CLS Program Manager and leads the planning and administration of CLS virtual language programming. The Program Officer is responsible for developing preparatory materials, advising and supporting participants, and building relationships with partner institutions abroad. The Program Officer also presents at academic conferences and collaborates with partners to refine the online learning experience.

The position will require close attention to detail, the ability to handle multiple tasks, and the ability to work independently as well as a member of a team. While organizational skills and administrative experience will be an important plus for any candidate, an extensive understanding of academic culture for study abroad or virtual programs is also important. On a regular basis, some work will occur outside of regular business hours to host meetings with institutional partners overseas and observe classes in the early morning or evening. Some travel to conferences or events to represent the program will be required. The position is hybrid, currently requiring two days a week in the office and for other events as required.

POSITION DUTIES AND RESPONSIBILITIES

- Assist in the administration of institutional partner agreements and budgets;
- Coordinate with overseas partner institutions on academic program components, assessments and grades;
- Track participant completion of program requirements, including attendance, submission of assignments, performance on assessments, and completion of surveys;
- Design pre-program materials and conduct orientations to prepare participants;
- Develop and host workshops on topics related to study abroad opportunities and professional development;

- Provide on-program support, including holding regular office hours, scheduling and conducting classroom observations, and meeting with students;
- Hold regular meetings with partners to assess program progress and collaborate to troubleshoot issues;
- Analyze data and prepare summaries from student surveys and partner materials to create regular reports for funders;
- Support the administration of the selection process by reviewing selection criteria, recruiting evaluators, and moderating selection panels;
- Coordinate and conduct presentations, webinars, and virtual information sessions about the CLS Program for students, study abroad administrators, and faculty, including promotional trips to U.S. universities and conferences;
- Prepare program highlights for the program funder and general audiences; and
- Other duties as assigned.

QUALIFICATIONS

- Strong written and oral communication skills in English;
- A minimum of three years of relevant full-time work experience;
- Experience with study abroad, international education, language learning, and/or virtual learning;
- Experience communicating with and advising individuals from all corners of the United States;
- Strong organizational skills and attention to detail;
- Demonstrated problem-solving skills;
- Ability to manage multiple priorities quickly and effectively;
- Ability to work independently while contributing to an overall team effort;
- Ability to work effectively in a cross-cultural work environment;
- Expert knowledge of Microsoft Office applications, particularly Word, PowerPoint, Outlook, and Excel;
- Ability to learn and use new software and mobile applications relevant to virtual communication and virtual classroom management (i.e. Learning Management System);
- General financial accountability; and
- Effective interpersonal skills.

PREFERRED BUT NOT REQUIRED QUALIFICATIONS

- Bachelor's degree preferred, but not required;



- Familiarity with American higher education landscape, including various types of institutions and departments;
- Knowledge of a critical language offered by the CLS Program (Arabic, Chinese, Hindi, Japanese, Korean, Persian, Portuguese, Russian, Swahili); with a special preference for Russian, Arabic, Korean, Japanese, and/or Chinese; and
- Experience mentoring or advising students.

ADDITIONAL INFORMATION ABOUT THE POSITION

Position contingent upon funding.

This position is currently funded for one year, with the possibility of extension contingent upon continued funding and program needs.

BENEFITS

This position is eligible for healthcare benefits.

TO APPLY:

Internal Candidates select this link and follow the prompts:

<https://www.paycomonline.net/v4/ats/web.php/portal/58AA089E0E2C786B7FE4217373F3BCBD/jobs/336622?jpt=8ef5b4baa365abd1f404701a18433b72>

American Councils is committed to providing employment opportunities for all individuals, in accordance with current federal regulations. Our focus is on ensuring that all individuals have equal access to employment and advancement opportunities based on merit.

American Councils' commitment to employment opportunity is driven by federal requirements, including Section 503 of the Rehabilitation Act (supporting individuals with disabilities) and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) (protecting covered veterans). We also ensure our employment practices comply with all applicable regulations, including E-Verify requirements for work eligibility. We are dedicated to fostering a workplace where all individuals have the opportunity to succeed and grow, in full compliance with federal law.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an

investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or
(c) consistent with the contractor's legal duty to furnish information.