

Job Position: Three (3) Field Program Assistants

Three Program Assistant positions are designed for candidates who have experience and knowledge working with universities and in project management roles for donor-funded initiatives. Under the general direction of the Chief of Party, Program Assistants will perform their duties in close coordination with Activity staff, however, one program assistant will be physically located at each of the University partner campus offices (Prishtina, Peja, and Prizren).

Duties and Responsibilities:

- Work with the Private Sector Engagement Specialists and Industry Relations Specialists, and other Activity staff and partners to prepare meeting materials, including data collection, and assist in preparation of the Industrial Board meetings.
- Serve as the day-to-day primary point of contact for campus stakeholders (academic staff, university leaders, students, administrative staff) and private sector partners assisting them with identifying information, resources, and expertise connected to the Activity, its interventions, and staff.
- Assist with event planning, including meetings, trainings, and visiting experts/faculty from University of Iowa and Iowa State University
- Support Iowa-based experts/professors with preparations for their trips to Kosovo, in training arrangements, and other relevant tasks.
- Coordinate virtual meeting logistics between stakeholders, assuring compliance with quality and accessibility of meeting materials, and providing guidance for participants on their ease of use with virtual collaborative tools.
- Provide day-to-day support in development and execution of standard operating procedures and other related support tasks to *Career Services* offices and staff members in University partner campuses.
- Support the development and coordination of trainings and other project activities/initiatives. Assure that all meeting logistics are inclusive for all participants attending to differences in their abilities, language, and in-person or virtual engagement.
- Develop trackers and tables for planning and monitoring upcoming tasks and responsibilities, milestones for project design, implementation, and evaluation.
- Provide administrative and project management support.
- Prepare weekly and monthly reports for the project activities.
- Prepare visual communication materials for regular and ad hoc reporting and presentations.
- Work with colleagues to conceptualize and produce online and print-based communications materials to inform stakeholders of Activity efforts and accomplishments

Minimum Qualifications

- Bachelor's degree in international development, higher education administration, business management, or closely related field.
- Working knowledge of and experience with donor-funded program implementation, policies, regulations, and procedures
- Exceptional organizational, analytical and troubleshooting skills; detail-oriented; ability to multitask and prioritize tasks; ability to learn quickly.
- Excellent interpersonal and communication skills.
- Exceptional writing, editing, and research skills. Ability to write, communicate, and prepare documents clearly in English
- Demonstrated knowledge and application of relevant donor policies and strategies, related to education; gender equality and female empowerment; youth in development; and organization improvement frameworks that address collaboration, learning, and adaptation.

- Commitment to inclusive development programming that brings to bear the talents of women, youth, minorities, persons with disabilities, and LGBTQIA+ persons.
- Ability to work independently, resourcefully, and on own initiative, with flexibility to changing priorities and an eagerness to learn by doing.
- Organizational and interpersonal skills and ability to solve complex problem.
- English language fluency, with excellent oral and written communication skills.

Working hours

The employee establishes an employment relationship on a full time schedule. The full time schedule shall be eight (8) hours per day, amounting to forty (40) hours per week.