



The **U.S.-Italy Fulbright Commission** (www.fulbright.it) is a non profit organization established in 1948 with an international agreement between the United States and Italy with the aim of fostering cultural exchanges between the two countries.

For its head office in Rome, the Commission is looking for a **Junior Program Assistant (Information Service/Program) to cover a Maternity Leave**.

Job description:

The Junior Program Assistant will assist in the implementation of the Fulbright Program, in its Information Service and in the Program of scholarships and their administration.

Typical work activities include:

- Assisting in the publicity and selection for the Fulbright scholarships, in close coordination with the US Department of State, the International Institute of Education and the Council for International Exchange of Scholars;
- Answering enquiries on the Fulbright Program on the telephone, by e-mail or through individual appointments;
- Assisting in the promotion of the Fulbright Program through social media and occasional events
- Assisting in the organization of events organized by the Commission such as Orientations for Fulbright grantees

Essential qualifications:

Very good knowledge of Italian and English (both written and oral)

First Level University Degree

Basic Computer literacy: Microsoft Office (very good knowledge of Word and Excel required)

Desirable qualifications: Interpersonal and Communication skills, Ability to work in team

Primary location: Rome (Porta Pia)

Required travel: 20%

Contract type: Maternity Leave Replacement, Full Time
Level IV Of the CCNL Commercio e Terziario

Starting date and duration : December 1st , 2014 for 10 months

Deadline for application: October 31st, 2014

Please write the application in English (**Rif. JPA_Fulbright**) and send it by email to jobs@fulbright.it ; the application should consist of a CV accompanied by a letter explaining the interest in applying for this job position.