



**Announcement Number: ARCE/19-011**

**Issue Date: 05/28/2019**

**Closing Date: 06/14/2019**

**Subject: Employment Opportunity**  
**ADMINISTRATIVE & BOARD ASSOCIATE**  
**Alexandria, Virginia**

The American Research Center in Egypt (ARCE) is seeking applications from qualified individuals to provide professional services as further described in this Announcement.

Applications from interested candidates must be submitted by the closing date indicated above and must be submitted ONLY in email format to the specific email address, [Recruitment@ARCE.org](mailto:Recruitment@ARCE.org). Paper copies of resumes or CVs will NOT be accepted. Incomplete applications will not be considered.

This solicitation in no way obligates ARCE to consider or select an applicant, nor does this commit ARCE to pay any costs incurred by individuals for the preparation or submission of applications.

Questions regarding this Announcement must be directed by email to the Point of Contact specified in Paragraph J. Please do not call the ARCE offices about the status of a candidacy or selection.

#### **A. General Information**

- 1. Announcement Number:** ARCE/19-011
- 2. Open to:** Qualified candidates who are legally able to live and work in the United States
- 3. Issue Date:** 05/28/2019
- 4. Closing Date:** 06/14/2019
- 5. Job Title:** **ADMINISTRATIVE & BOARD ASSOCIATE**
- 6. Schedule:** This is a full-time position.
- 7. Place of Performance:** Alexandria, Virginia

8. **Salary:** Shall be determined at the time of selection and will be commensurate with the selectee's experience and prior salary history.

**B. Basic Duties and Responsibilities:**

The primary purpose of the position is to provide administrative support to the US Operations Director and senior managers by handling information requests and correspondence, preparing reports and other documents, filing and retrieving documents, greeting visitors, scheduling meetings and maintaining the Office calendar. The position is also responsible for supporting the activities of the ARCE Board of Governors (BoG) by scheduling meetings and logistics, organizing agendas, recording minutes, preparing documentation and serving as an administrative liaison between the BoG and the ARCE Senior Management. Also assists in supporting the ARCE Annual meeting by executing specific tasks assigned by the Operations Director or BoG members.

**C. Reporting Relationship:** This position reports to the Associate Director for U.S. Operations.

**D. Supervision Exercised:** None

**E. Physical Demands:** None. Infrequent travel within the U.S. may be required.

**F. Eligibility for Consideration:** Candidates must be either U.S. Citizens or Legal Permanent Residents of the United States.

**G. Minimum Qualifications REQUIRED for consideration**

1. **Education:** Candidates must have a Bachelor's Degree (B.A. or B.S) in any academic area related to the liberal arts or humanities. Suggested areas of academic study include, but are not limited to Business Administration, Finance, Marketing, Public Relations, Art History or Museum Studies. Master's Degree (ex. M.A.) is preferred.
2. **Prior Work Experience:** Candidates should have at least 3 years of work experience in any field requiring the understanding, use and application of established rules and procedures as well as the demonstration of sound time management and task management techniques. Prior experience in supporting the activities of a nonprofit organization is highly desirable. Internship and Volunteer activities demonstrating this type of experience will be considered.
3. **Skills and Abilities:** High level interpersonal and communication skills are essential for collaboration with a diverse range of professionals. Candidates must have solid technical skills for using standard Microsoft Office products (Word, PowerPoint, Publisher, etc.), and database/spreadsheet software (e.g. MS-Access, Excel, etc.) and software for online meetings. The ability to work effectively in a team environment is essential.

**H. Evaluation of Applicants and Selection Criteria**

Applications will be screened initially for determination of eligibility and minimum qualifications. Candidates who do not meet the basic eligibility for consideration described in Item F (above) will not receive further consideration. Next, candidates

who meet or exceed the minimum Qualification Requirements listed in Item G1 through G3 will receive consideration and will be rank-ordered in accordance with the listed qualifications. Applicants are encouraged to address each of the listed requirements in their application. Omission of a description of an individual's qualification on the application may result in a low ranking. Only the Top-Ranked candidates will be contacted for an interview. ARCE will screen candidates for nepotism and conflict of interest concerns.

- I. **How to Apply:** To ensure consideration for this announcement, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE19-011 – Administrative & Board Associate, to be sent to [Recruitment@ARCE.org](mailto:Recruitment@ARCE.org) The email should include as attachments, a completed resume or curriculum vitae. Candidates should include starting and ending employment dates in the description of prior work experience and the complete name and contact information of the current and prior employers. The application package may also include photocopies of educational certifications (e.g. University transcripts, diplomas, certificates, etc.). Employment Reference letters are optional.
- J. **Questions regarding this Announcement:** Questions may be emailed to [Recruitment@arce.org](mailto:Recruitment@arce.org), referencing the Announcement Number in the Subject Line. Questions regarding the status of a candidacy cannot be answered.

The American Research Center in Egypt is an Equal Opportunity Employer and supports a multi-cultural work environment that includes diversity of gender, nationality, race, culture, religion, ethnicity and educational background. Candidates from minority or indigenous groups and persons with disabilities are encouraged to apply.

The American Research Center in Egypt is committed to prevent workplace harassment, workplace violence and discriminatory employment practices.