

The Fulbright Commission in Budapest seeks a Hungarian Program Officer with a projected start date of September 1, 2021

The Fulbright Commission in Hungary operates as bilaterally funded foundation established by the US Embassy and the Ministry of Education in 1992. Governed by ten member Board appointed by the US Ambassador and the Hungarian Minister in charge of Higher Education, the Commission manages educational, cultural and academic exchanges between the US and Hungary with a staff of 6, and 50-60 Fulbright grantees per year, evenly divided among Hungarian and US students and professors. See www.fulbright.hu

The Position: Full time Hungarian Program Officer with a minimum of 5, ideally 10, years of experience in international cultural, academic and educational exchange at university student and faculty level. Familiarity with US and Hungarian Higher Education systems preferred. Our mission is to promote and support academic, cultural and educational exchange at the university level between Hungary and the United States.

Responsibilities, among others:

- All aspects of recruiting and managing Hungarian student and faculty applicants to the Fulbright program;
- Budgeting current and future grant costs, and preparing grant agreements;
- Arranging for peer reviews and interviews of candidates;
- Editing the call for applications

- Communicating with US implementing partners, US universities and funding organizations;
- Maintaining a database of Hungarian alumni, organizing events for returned and outgoing grantees, recruiting peer reviewers;
- Preparing decision support materials for the Executive Director and Fulbright Board regarding grantee selections;
- Finalizing placements of Hungarian grantees and assisting in the J-1/J-2 visa process.
- Please review: <https://www.fulbright.hu/for-hungarians/>

Skills and Talents:

- Minimum BA or BSc degree
- Attention to detail
- Presentation skills
- Social media and basic webpage editing
- Ability to work independently on time-sensitive issues
- Empathy and “people skills”
- Thinking ahead and planning ability
- Patience and humor
- Professional and academic proficiency in English and Hungarian

Our offer: Interesting, always-changing tasks in a small, family-like office on the campus of Budapest University of Technology and Economics (with home office arrangements too). Interaction with 60-100 new applicants per year, and our 1,000+ Hungarian alumni community. Salary, based on experience, competitive with university and non-profit professional remuneration in Hungary.

Next Steps: Submit your resume/CV, and a cover letter that highlights your experience and skills needed for the position. Please include the names and contact information of two-three references, people who know you well professionally. We anticipate a three-stage process, with two interviews with the semi-finalists. We will evaluate candidates on a rolling basis.

Submission address: job@fulbright.hu