

# US Program Officer

**Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?**

We are looking for a friendly, organised, and hard-working person who studies or has studied an undergraduate degree at one of our target US universities to help grow our US Program, and improve the experiences of our current US mentees and mentors. You will be working closely with **Simon**, our **Chief Mentorship Officer**.

## **Responsibilities include:**

- Working with the US Program Director and our Mentor Recruitment Officers to recruit more mentors from our target US universities.
- Driving engagement on our Slack channels for US mentees and mentors.
- Updating and expanding our library of written resources for our US Program participants.
- Creating and forming part of an 'Editorial Team' comprised of our Program Officers and mentors that ensures all of our mentees' application essays are checked and edited.
- Provide 1-1 assistance to our US mentees via office hours.
- Keeping track of the health of our US Program using our internal statistics dashboard, reporting trends and outlining possible solutions to our US Program Director and Global Director of Mentorship Programs in weekly meetings.

## **The ideal applicant is...**

- Studies, or has studied, for an undergraduate degree at one of our active universities in the US (Harvard, MIT, Stanford, Yale, Columbia, UPenn, Brown, NYU, Princeton, Dartmouth, UCLA, or UC Berkeley).
- Passionate about our mission to help underrepresented students get into their dream universities – you will be one of the main points of contact for the mentors and mentees on our US Program.

## **You will get...**

- The chance to improve your communication and organisational skills.
- Access to a great community of talented and ambitious students.
- To build a direct relationship with the mentees and mentors that Project Access is all about!

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Simon, our Chief Mentorship Officer ([simon.schuenemann@projectaccess.org](mailto:simon.schuenemann@projectaccess.org)).