



### **Academic Advisor- Kuwait Cultural Office Los Angeles**

The Kuwait Cultural Office Los Angeles, the scholarship division of the Consulate General of the State of Kuwait, is currently seeking to fill multiple advisor positions. Successful candidates should have previous experience with advising; preferably with international students.

Responsibilities may include but are not limited to:

- Facilitate the academic progress of each student per individual university requirements, scholarship rules, regulations and student requests.
- Monitor dedicated caseload of approximately 180-220 students, subject to enrollment-based increase.
- Accurately interpret and enforce fluctuating scholarship guidelines, including integrating new precedent or policy into daily routines.
- Expected to have knowledge of university documents (transcript, verification of enrollment, I-20s, passport, bank accounts, and study plan)
- Report academic progress, course details and scholarship information back to various Kuwaiti government offices, both as requested and needed.
- Issue student benefits per terms of scholarship, including tuition payments, salary payments, reimbursements and health insurance.
- Communicate with sensitivity and patience in cross cultural scenarios with caseload as an individual and in a group hierarchical, via phone, fax and email with students, universities and government sponsors.

### **Requirements:**

- Bachelor's Degree in International or Education related field
- Demonstrated ability to communicate patiently, thoughtfully , and effectively in cross-cultural scenarios
- Theoretical and operational knowledge of university policies and procedures.
- Must have 3-5 years work experience in higher education setting, preferably in academic advising
- Dedication to international populations and proven ability to sincerely work for their success
- Experience in advising university students
- Significant international experience that may include studying, living or working abroad, or interacting with international students
- Excellent communication skills, both written and oral

**Consulate General of the State of Kuwait  
Kuwait Cultural Office  
Los Angeles**



**القنصلية العامة لدولة الكويت  
المكتب الثقافي الكويتي  
لوس أنجلوس**

- Required to have proficiency in Microsoft suite and Google platforms (excel, word, Gmail, google docs)
- Demonstrated experience as part of a team and service-oriented work environment
- Preference will be given to candidates living in Los Angeles area.
- Applicants must be authorized to work in the U.S.

**Please send your resume, cover letter, and list of references to [jobs@kuwaitculturela.org](mailto:jobs@kuwaitculturela.org).**