

Program Assistant to the 2025 Common Ground Project

Application Deadline: November 22, 2024

Time Commitment: 30 hours a month, November-June (8-month contract)

Compensation: The Program Assistant will receive a monthly stipend of \$540 (\$18 per hour).

Organization Description

The US-China Education Trust (USCET) is a 501(c)(3) non-profit organization, dedicated to strengthening mutual understanding between the United States and China through education and exchange between next-generation leaders. USCET works with Chinese academic institutions that comprise its American Studies Network and Media Education Consortium. Through webinars, conferences, and dialogues, USCET helps China's policymakers, university faculty, and students understand American society in the context of the political, cultural, and economic forces that have given rise to America and its values.

Common Ground

Next Generation “Common Ground” Collaborative Projects: Experiential Projects for US-China Gen Z Students is a joint initiative launched in 2024 by the US-China Education Trust in partnership with Tsinghua University and D.C.-area universities. The program aims to foster cooperation between American and Chinese students in critical areas where collaboration is essential despite rising tensions between the two countries.

Position Description

USCET is seeking a part-time Program Assistant to help facilitate all 2025 Common Ground activities. The Program Assistant encourages student engagement and ensures smooth collaboration between participants, project groups, and USCET. This role involves evaluating student applications, acting as a liaison, and providing ongoing support throughout the project. The coordinator will attend all meetings, suggest strategies to optimize remote collaboration, offer supportive and constructive feedback, and follow up with participants to track progress and gather materials. Strong organizational, interpersonal, and problem-solving skills are essential, along with the ability to foster teamwork, adaptability, and proactive communication in a virtual environment.

Responsibilities

- Assist in the participant selection process by evaluating student applications
- Interface between student participants, project groups, and USCET
- Act as a resource to student participants throughout the project
 - Attend all monthly and small group meetings and report to USCET
 - Suggest strategies to optimize remote collaboration
 - Role model brainstorming and project development
 - Act as a sounding board for communication strategies, project plans, and ideas
- Follow up with participants on project progress and materials as needed

Qualifications

- Current graduate student in the DMV area
- Demonstrated academic and personal interests in international relations, diplomacy, and US-China cooperation
- Experience in program or project coordination, ideally in an educational or cross-cultural environment
- Excellent communication and interpersonal skills
- Well organized with attention to detail and ability to carry out tasks independently while maintaining accountability to USCET.
- Strong computer skills, including proficiency with remote collaboration tools
- Chinese language proficiency is highly preferred.

Apply

- Send resume and cover letter in an email with the subject line “Common Ground Program Assistant Application” to employment@uscet.org

Location

This position is remote.