

Fellow Positions for Recent US College Graduates

The American College of Greece

Athens, Greece

Founded in 1875, The American College of Greece (ACG) is the oldest American-accredited college in Europe and the largest private college in Greece. ACG is made up of three divisions: Pierce (Pre-K through Lyceum /International Baccalaureate Diploma Program); Deree (undergraduate and graduate); Alba Graduate Business School. ACG divisions are located on three state-of-the-art, sustainable campuses in the heart of and outside Athens, the cultural and political capital of Greece. We believe in a well-rounded education and a vibrant student community, buzzing with academic societies and student clubs, sports teams, and we thrive on giving our students a real taste of an American education.

To further highlight our American-founded base, we are excited to announce the second year of our post-bachelor Fellowship program for new US college graduates. These Fellows will act as professional colleagues to our experienced staff while immersing themselves in the exciting Greek culture and life. Fellows are engaged full time from September until July and their duties include class time and prep time (for Kindergarten Fellows), office hours (for Counseling Fellows), liaising with supervisor and colleagues, and taking part in our Pierce Leadership Academy, <https://pla.pierce.gr/discover-pierce-leadership-academy/>

We are pleased to offer several post-bachelor Pierce Fellow positions for the 2023-2024 academic year.

US College Counseling Fellows

Working with our Director of US College Counseling, these Fellows will help introduce students 9-12 to the unique philosophy of US education. The fellows help facilitate and lead writing workshops and one-on-one with students to provide writing support and feedback, and assist juniors in the US application process for college, as well as 9-11 grade students in their applications to academic summer programs in the US.

In addition to learning about and exposing themselves to another culture and way of living, those interested in a career in counseling and/or teaching will have the unique opportunity to learn first-hand the workings of a counseling program, from helping students explore academic programs to assisting admitted seniors navigating college offers.

Elementary School Fellows

Fellows in these positions will support our Greek and English-speaking teachers in Pre-school and Kindergarten classes (ages 4-6), assisting in class activities and school routines. Depending on their own past experiences, they will initially observe but will soon actively participate as teaching assistants, participating in lesson planning and onsite/online teaching. They will collaborate with the Kindergarten Administration and the Head of the English Department and will carry out administrative duties when and where necessary. Eligible Fellows should enjoy working with very young children, be willing to share their own experiences, and have a passion for learning while they work.

In addition to learning about and exposing themselves to another culture and way of living, those interested in a career in teaching will have the unique opportunity to learn first-hand new and creative approaches to teaching for the future, how to run a bilingual classroom, state-of-the-art tech aids for teaching, congenial team-teaching, hands-on experience on daily procedures within a classroom of very young children.

APPLICATION PROCESS

To be considered for these positions, applicants must submit a resume and a statement of interest sharing why they believe they are the right fit for the position and what they could bring to Pierce and its students, as well as arrange to have sent two professional references by **March 14th 2023**. Please send these materials to MKennedy@acg.edu.

If selected for the next stage, applicants will be asked to complete an online application and send responses to questions relevant to the position. **Virtual interviews will be held from March 20-23rd**.

If you'd like to find out more, please register for an information session with supervisors and current fellows here:

<https://forms.gle/Z1gMqgf1DTE8M62C6>

Please see detailed descriptions of positions below:

Title:	Pre-K and Kindergarten Fellow
Location:	Pierce East Campus, Athens, Greece
Term of engagement:	September - July (Full Academic Year)

SUMMARY

The Fellows will assist in dual language class activities, helping children enhance their thinking and communication skills through creative activities. Fellows get involved in the planning of activities and lessons that will keep the students engaged while bolstering their English-speaking skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fellows' responsibilities include:

1. Planning lessons with teachers
2. Ensuring that students are safe and engaged
3. Helping students with class assignments
4. Assist with the smooth operation of the school day
5. Assist the children with their everyday class routines
6. Create interactive workshops to aid students in their English pronunciation
7. Help students feel more confident speaking English
8. Make improving language skills fun, rather than tedious drill work

9. Prepare educational material during the designated prep-time
10. Observe the children during their participation in structured activities and free play and fill in child observation forms

Expectations:

1. Be friendly and respectful of students and teachers
2. Be prompt and prepared for all lessons
3. Act as a role model for the children
4. Attend relevant teacher meetings and teacher training sessions
5. Meet with the teacher to discuss ideas for class or any issues that may arise
6. Be understanding of different learning needs and comfort levels of different students
7. Ensure that students are behaving respectfully to one another
8. Update English Department on progress of the students
9. Be punctual and reliable with the timetable and the assigned tasks

Qualifications:

Friendly, understanding, team spirit, creative, have experience and enjoy working with very young children, reliable, energetic, nurturing, adaptable to new cultures and environments.

Please note that we prefer someone with past experience living abroad (including semester abroad) to reflect ability to adjust to another culture.

Title: US College Counseling Fellow
Location: Pierce Gravias Campus, Athens, Greece
Term of engagement: September - July (Full Academic Year)

SUMMARY

The Fellows will assist the Director of US College Counseling in all duties pertaining to students' preparation for their applications to US higher education and precollege programs. Working entirely in English, the US College Counseling Office is a resource for students, parents, teachers and administrators for all things to do with US colleges. Fellows in the program are instrumental in designing innovative ways to enhance students' applications while ensuring students remain engaged and honing their English oral and writing skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Fellows' responsibilities include:

1. Maintain office email communications and appointments
2. Maintain office documents and databases
3. Assist with and attend college visits in person or virtually
4. Attend evening college events as appropriate
5. Meet with students regularly to monitor progress
6. Create interactive workshops to aid students in college search and preparation
7. Help prep students for interviews
8. Assist students in all writing for college applications
9. Prepare innovative college counseling materials

Expectations:

- Be friendly and respectful of students, teachers, and parents
- Be prompt and prepared for all activities
- Act as a role model for students
- Attend relevant counselor meetings and counselor training sessions
- Be punctual and reliable with the timetable and the assigned tasks

Qualifications:

Friendly, understanding, team spirit, creative, have experience and enjoy working with teens or young adults, reliable, energetic, nurturing, adaptable to new cultures and environments.

Please note that we prefer someone with past experience living abroad (including semester abroad) to reflect ability to adjust to another culture.

TERMS OF ENGAGEMENT for both positions

Stipend and Living Arrangements:

Fellows receive \$500 per month in 3 installments, have accident and medical insurance, and single bedroom allocations (living in apartments they share with other Fellows in the Aghia Paraskevi neighborhood near Deree College). They receive free lunch on weekdays in the school restaurant, and a supermarket voucher per week to cover breakfast, dinner and weekend supplies.

Transportation

Pierce covers one round trip economy class ticket from/to point of origin of the Fellow (up to \$1300).

Pierce caters for Fellows' everyday commuting to and from school by a school's shuttle bus (about 20-minute ride).

Additional Information:

Fellows can attend Greek language classes, if they want (free), and up to two classes at Deree College at no cost and can enjoy travel on weekends.

Athens is the capital of Greece and the birthplace of democracy, arts, science, and philosophy. Home of Plato, Sophocles, Euripides, Aeschylus, and cradle of Western civilization, it has a recorded history span of over 3,400 years and has been inhabited since the 11th millennium BC. The city center is today an open-air museum, a 3-km pedestrian "archaeological park."

Athens boasts a perfect Mediterranean climate. The legendary Greek sunlight, the unique combination of history and contemporary growth, the coexistence of culture with breathtaking natural beauty, and a vibrant rhythm of life make for a once-in-a-lifetime experience. Fellows will live within a short distance from exciting historical locations across Greece, will enjoy access to gorgeous mountains for hiking, and be an hour's cruise away from some of the most beautiful islands in the world – all waiting to be explored.