



# Global Community Fellowship

## Position Description at Parami University

### Overview

The Global Community Fellow plays a critical role in supporting capacity-building, education, and training initiatives of local institutions designed to address specific needs and challenges in the local community. By working directly with communities, Fellows gain hands-on experience with organizations in Asia using creative and innovative methods to address critical social challenges while applying their knowledge and skills to further grassroots social change.

### Post Summary

There will be three Fellows working as Program Progression Advisors at Parami University. In this role, the Fellows will provide support to university students regarding their academic plans, career goals, and assist students in meeting their graduation requirements, as well as provide tutoring service on an appointment basis. The Fellows will report directly to the Dean of Academic Affairs, but works closely with the Student Affairs team as well.

In this position, the Fellows will have the opportunity to:

- Support Myanmar students seeking US-accredited bachelor's degrees
- Provide opportunities for Myanmar youth to develop the necessary skills to be change agents in their communities

By working with the staff at Parami, the Fellows will have the opportunity to support a rapidly growing liberal arts institution in nurturing competent and skillful future leaders.

### About the Partner

**Parami University** is a high-quality, liberal arts university in Myanmar that seeks to cultivate future leaders and global citizens by nurturing critical thinking, inspiring leadership, and compassionate service. The university started as a pilot institute, known as Parami Institute of Liberal Arts and Sciences in early 2017 to become the first not-for-profit residential liberal arts and sciences university in Myanmar. Parami operates two learning institutes and one research center: Parami Institute of Undergraduate Studies (PIUS), Parami Institute of Continuing Education (PICE), and Parami Center for Research (PCR). Parami launched a successful fundraising campaign in February 2020 to build a new campus, but construction has been postponed due to the political situation in Myanmar. In October 2020, Parami formed the inaugural Board of Trustees. Parami signed a Memorandum of Understanding (MOU) with their institutional partner, Bard College, in December 2020. Parami received its licensure in 2022 by the District of Columbia Higher Education Licensure Commission and is currently in the process of seeking accreditation. PICE welcomed the 7th cohort of the Parami Leadership Program in August 2020 and formed the alumni working group in December 2020. CEPR has also published policy briefs, education newsletters, the first-ever glossary of higher education terminology, and the first issue

of Parami Journal in 2020. Parami University's Institute of Undergraduate Studies welcomed its inaugural class in August 2022 and will offer two undergraduate majors: 1) Philosophy, Politics, and Economics, and 2) Statistics and Data Science, both of which are highly relevant to the country's development.

### About the Location

Parami was originally located in Yangon, Myanmar and it now has university status in Washington DC. As Program Progression Advisors, Fellows will be based in Mae Sot, Thailand to support their students.

Mae Sot is a small town located in Tak Province, 87 km from the city of Tak, 350 km from Chiang Mai, and 492 km from Bangkok, and shares a border with Myanmar to the west. Because of its proximity and close trade relationship with Myanmar, there is a significant population of Burmese migrants and refugees in Mae Sot. Since the February 2021 coup, an even greater number of individuals and organizations have moved to Mae Sot. This multicultural environment provides exposure to both Thai and Myanmar cultures and languages. Mae Sot has a tropical savanna climate, meaning that winter and spring are dry and warm, with temperatures rising to 98°F. The monsoon season runs from May to October with heavy rain.

### Position Responsibilities

Parami University (primarily remote, with the possibility of some in-person activities)

- Facilitate academic advising sessions for cohorts of first- and second-year students on program requirements
- Manage monthly small group advising sessions for first, second, third, and fourth-year students based on enrollment growth
- Advise students in one-to-one sessions regarding academic policies, degrees, and general education requirements for degree completion
- Provide one-to-one or group tutoring sessions on academic subjects for university students and provide editorial advising for students' written work
- Host academic-related workshops throughout the school year
- Maintain academic files and correspondence of academic counseling with students
- Assist with other Academic Affairs projects as requested
- Participate in academic integrity procedures
- Consult with Student Affairs team, Registrar, and Dean of Academic Affairs to improve student experiences

### Eligibility Requirements

- Academic: At a minimum, completion of a 4-year undergraduate degree by June 2023
- Citizenship: US citizenship or residency not required, but US citizenship may facilitate the visa process
- Language skills: English (fluent), Burmese and Thai not required but basic Burmese/Thai skills and interest in learning the language preferred.
- Familiarity and/or experience with the American model of higher education and learning, particularly in liberal arts colleges and universities (as a student and/or working professional)
- Teaching, training, or tutoring experience
- Experience or strong interest in supporting Myanmar's young people

### Preferred Qualifications

- Academic Advising and Tutoring

- Experience facilitating in an online space
- Experience working with youth or English language learners
- Familiarity with or willingness to learn advising and counseling techniques
- Background in liberal arts and science education
- Experience leading one-on-one or small group sessions that cater to the academic needs of students
- Experience developing or leading workshops. Potential workshop topics include academic integrity, data visualization, logical reasoning, etc.
- General
  - Demonstrated computer proficiency (G-Suite and other educational apps)
  - Strong organizational skills; ability to work independently and in a team
  - Flexible and able to support with unexpected changes
  - Ability to serve as an effective bridge between multiple stakeholders
  - Strong interest in and/or experience working with social issues in Asia or the US
  - Strong oral and written communicator, especially in cross-cultural contexts; comfortable working with English language learners
  - Familiarity with refugee, migrant, or internally displaced populations, particularly in Thailand

## Professional Development

Fellows have the opportunity to develop and strengthen many transferable skills, including:

- Mentorship - Develop peer and expert mentoring relationships with students and collaborators; give feedback, share resources, and connect to new networks
- Facilitation - Design and facilitate training sessions for small and large groups
- Project management - Utilize frameworks including logic models and need-finding tools; help ensure projects reach development milestones
- Cross-cultural Skills - Deepen understanding of social change initiatives in a new cultural context
- Team Development - Support teams in navigating conflict and building effective collaboration practices
- Sustainability - Learn how to think critically about the three pillars of sustainability (people, planet, profit) in the context of social impact initiatives
- Virtual/Hybrid Work Skills - Learn how to build relationships in a virtual and distributed environment; Help teams manage time effectively when accommodating different time zones and work styles; use tools for effective remote work (Slack, content & community building platforms, etc.)