

Post-Graduate Fellowship Program 2024-2025

Anatolia College

Anatolia College, located in Thessaloniki, Greece is searching for motivated recent college graduates who are passionate about education and interested in an early professional opportunity in an international setting.

Founded by American missionaries in 1886, Anatolia College has always served as an important educational bridge between the U.S. and Greece, seeking to convey American liberal educational values with Greek traditions of pedagogy and learning. Anatolia today serves nearly 2,000 Greek and Balkan students in grades K-12.

For the academic year 2024-2025, Anatolia will offer nine (9) fellowships in teaching, education administration, and student life. All fellows will actively support their respective departments through meaningful projects and responsibilities, and have the opportunity to develop their professional skills and career interest in education.

The following positions in both teaching and administrative offices are available:

- Elementary School English Fellowship Position (10-month position)
- Middle/High School English Fellowship Position (10-month position)
- University Advising Fellowship Position (10-month position)
- MS/HS Student Services Fellowship Position (10-month position)
- Data Analysis Fellowship Position (10-month position)
- Social Responsibility Fellowship Position (10-month position)
- President's Fellowship Position (11-month position)
- Alumni Engagement & Events Fellowship Position (11-month position)
- ACT Student Activities Fellowship Position (11-month position)



Why choose Anatolia?

Anatolia College is located in the second largest city of Greece: Thessaloniki. At Anatolia, you will be able to grow professionally while having a unique experience in a beautiful country rich in history and culture.

The Anatolia campus is also the home to the American College of Thessaloniki, a four-year NEASC-accredited university-level division where Fellows can audit both undergraduate and graduate courses (one tuition-free course each semester).

All fellows are provided housing on our beautiful 50+ acre campus on a hillside above Thessaloniki. Fellowships include full room and board, up to €1000 for one round trip air economy ticket to/from Thessaloniki, a monthly stipend of €400, and healthcare.

How to apply:

To apply, submit this [online application](#). You will be required to upload your resume and a copy of your passport. The deadline to submit the application is **February 5, 2024 at 11:59 pm EST**.

You will also be required to submit two recommendation letters (from a professor or employer/mentor). Your recommenders must send the recommendation letters directly to this email account: daniskas@anatolia.edu.gr

Qualified applicants will be notified via email to arrange a virtual interview. Virtual interviews will be held from February 19, 2024 to March 1, 2024.

We look forward to reading your applications and learning more about you! If you have any questions, feel free to contact us at daniskas@anatolia.edu.gr

Teaching Positions

Elementary School English Fellowship Position (10-month)

The Fellow's primary appointment is to assist the English teachers in the Anatolia College Elementary School. The fellow will assist with English lessons, taught within an interactive, communicative framework. Working alongside the supervising teacher(s), the fellow plans storytelling, games, read-aloud activities, and other creative projects that keep the children engaged, while fostering their English-speaking and English-literacy development.

High School English Fellowship Position (10-month)

The Fellow's primary responsibilities are to the English program of Anatolia College. The responsibilities of the fellow will include assisting teachers in the classroom, as well as: learning to create lesson plans and execute lessons, working with students after school, pursuing some educational research projects, and assisting the department chair with office work. The fellow will learn about the Middle Years Program of the IB, a hands-on, collaborative, and student-centered approach to teaching.

Office Positions

University Advising Fellowship Position (10-month)

The Fellow's primary appointment is to assist all members of the office staff in the University Advising Department. The responsibilities of the fellow will include: (1) assistance with the US, UK, and EU university application processes by editing and enhancing portions of students' university applications, (2) working with students individually or in class sessions to help them develop necessary skills, (3) facilitating any and all daily tasks or long-term projects from the advisors, and (4) assisting with academic summer programs for middle and high school students. The fellow will additionally create and write a quarterly newsletter, create reports and memos, and compile and analyze data to run simple statistics. The fellow will also help organize the annual International University Expo on campus.

Student Services Fellowship Position (10-month)

The Fellow's primary appointment is to assist the staff in the Student Services Office with various daily administrative tasks. Other responsibilities include assisting in the organization of extra-curricular activities (theater productions, athletic tournaments, Forensics, etc.) and helping club advisors. The fellow will also work closely with the advisors of English speaking clubs (newspapers, magazines, musicals, Forensics, MUN, etc.).

Data Analysis Fellowship Position (10-month)

The Fellow's primary appointment is to collaborate closely with the Institutional Budget Coordinator and the finance team in providing quantitative and qualitative financial and data analysis. Responsibilities include analyzing data on the institution's KPIs, reporting various deliverables (accreditation reports, break even analysis for future programs, monthly and quarterly financial reporting). The fellow will offer administrative support during budget preparation within the financial plan of the institution.

Social Responsibility Fellowship Position (10-month)

The Fellow's primary appointment is to assist the Social Responsibility Coordinator in meeting the rapidly evolving and growing responsibilities of our Social Responsibility Programs. The Fellow's responsibility will consist of student outreach and engagement, event coordination, building and maintaining community partnerships, student mentorship, growing an online presence, and researching and securing summer and internship opportunities for middle and high school students.

President's Fellowship Position (11-month)

The Fellow's primary appointment is to collaborate closely with the President and the Executive Assistant to the President/Coordinator of the President's Cabinet in order to support office operations. Main responsibilities will include drafting internal and external communication on behalf of the President, assisting with Board of Trustees operations, assisting in planning many major events including annual Board meetings, serving as a liaison between visitors and the Office as well as taking on special assignments from the President.

Alumni Engagement & Events Fellowship Position (11-month)

The Fellow's primary appointment is to assist in the organization, preparation and management of the Pinewood alumni communications and events during the 2024-2025 school year. The Fellow will work closely together with the Head of School, Business Manager and the Communications & PR officer.

ACT Student Activities Fellowship Position (11-month)

The Fellow's primary appointment is to assist the staff in the International Programs Office, Student Services, & Student Activities with various tasks related to communication, student orientation, student life, activities, sports, clubs and community-building programs.

Qualifications

A college degree in a related field.
Previous experience living abroad is preferred.

Program Dates

10-month position: end of August - mid June
11-month position: end of August - mid July

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