

## Executive Assistant Supplemental Questions

**\*All fields below must be completed or the application will be considered incomplete\***

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please type your responses to the following supplemental questions and turn in as part of your application package.

1. Do you have a bachelor's degree or higher?

Yes

No

If, yes, please choose your degree level below:

Bachelor's degree

Master's degree

2. Are you able to develop and maintain effective working relationships with other organizations, including U.S. Embassy, NGO/development agencies, and other Peace Corps Posts?

Yes

No

3. Are you able to work with Microsoft Office Suite, and other basic computer knowledge to include databases?

Yes

No

4. Do you have the ability to conduct training and give presentations, in both English and a local language?

Yes

No

5. Do you have a minimum of 3 years prior work experience preferably with an international organization?

Yes

No

6. Do you have experience working in a cross-cultural setting?

Yes

No