

# Fulbright

## WE ARE HIRING!

Position Title: **Communications Officer**

Reports to: Communications Manager

Department: Communications and External Affairs

Employment Type: Full-time

Number of recruits: 1 (one)

## Help us reimagine the University.

We are Fulbright University Vietnam (“Fulbright”), Vietnam’s first independent, non-profit, liberal arts university. We are an expanding international team of educational innovators, with deep roots in Vietnam, strong political and financial backing, and connections to educational institutions around the world. We believe in the power of collaboration, transdisciplinary thinking, and risk-taking, and we understand that effective education requires putting students at its center. Globally integrated but deeply embedded in Vietnamese society, Fulbright is dedicated to providing a world-class education, utilizing the latest advancements in institutional design, teaching, learning, technology, and other fields to create an institution that is both innovative and globally relevant. Importantly, Fulbright is committed to serving Vietnamese society through rigorous research and responsible civic engagement.

Our flagship campus will be located in Saigon Hi-Tech Park, in Ho Chi Minh City (District 9). Until phase 1 of campus construction is completed, we are located at Crescent Plaza, Tan Phu, in Ho Chi Minh City (District 7).

### Roles and Responsibilities

The Communications Team works to advance the profile, reputation, prospects and strategic development of Fulbright University Vietnam. Under the guidance of the Communications Director and Communications Manager, the Communications Officer will:

- Develop and translate major story and feature ideas that elevate the University regionally and nationally; create and translate an extensive and wide array of compelling and interesting news and feature stories, web and magazine features (when appropriate), profiles, bios, newsletter content, opinion pieces, blogs, social media posts, captions, letter and speeches of varying lengths. Recommends photography and videography to enhance content.
- Be highly adept at researching and gathering data and market intelligence, finding sources, conducting interviews; fact check all content with multiple sources.
- Help manage the day-to-day operation of Fulbright’s website, supporting social media activity and assisting with media monitoring.



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- Support a varied events' program – both developing content and providing organizational support, ensuring smooth logistics.
- Help to develop the content of a weekly internal newsletter and a monthly external newsletter – and think about how to make this attractive to different audiences.
- Assist in the coordination of project and program activity across the team/different departments and the improvement of processes.
- Build and maintain relationships with internal and external partners.
- Assist with development of promotional materials.
- Undertaking tasks, as required, to deliver Fulbright's communications plan, and contributing to the organization's broader objectives, undertaking a range of tasks as needed within a small team.

## **Other duties**

We are a new university and we are advancing every day. It is impossible to anticipate what challenges may come our way. Our team members must be willing to roll up their sleeves and contribute when necessary in ways that may be unexpected.

## **What we look for**

### **1. Education:**

- Bachelor's degree in English, Journalism, Communications or a related field is required.

### **2. Experience:**

- A minimum of 1-2 years of experience writing for digital platforms and print publications.
- Experience using social media platforms.
- Prior working experience with a general understanding of construction and operations functions.

### **3. Knowledge, Skills and Abilities:**

- Fluency in English and Vietnamese.
- Strong writing and editorial skills.
- Knowledge of Office 365 (Word, PowerPoint, SharePoint).
- Knowledge of WordPress.
- Strong interpersonal and communications skill.
- Strong attention to detail.
- Ability to work well on a team and independently.
- Ability to work in a fast-paced environment.
- Ability to handle multiple projects concurrently.

### **4. Preferred qualifications:**

- IT skills with proficiencies in social media scheduling tools such as Hootsuite, design program and communications software such as Mailchimp.



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- Photography/videography skills.

## 5. You are:

- Both analytical and creative.
- A thoughtful and discerning writer.
- Highly motivated
- You feel most comfortable in a highly collaborative environment that demands a high degree of adaptability while maintaining the utmost quality of work.

## What we offer

- Opportunity to be one of passionate team members who share the same belief in the transformative power of education and see the unique opportunity in creating a new university.
- Opportunities to participate in public talks, workshops, seminars, as well as other fun activities at Fulbright.
- A full network of supportive colleagues.
- A dynamic, innovative, and professional working environment.
- Intensive English-speaking environment.
- Competitive salary and high-end insurance schemes.
- Generous annual leave entitlement.

## How to Apply

- Please email a cover letter explaining your interest in and qualifications for the position along with your resume and portfolio (if available) to [jobs@fulbright.edu.vn](mailto:jobs@fulbright.edu.vn).
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

