

# Fulbright

## WE ARE HIRING!

Position Title: **Director of Undergraduate Program**

Reports to: Dean of Undergraduate Program

Department: Undergraduate

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).

### Scope of Work

The **Director of Undergraduate Program** works directly with the Dean of Undergraduate Studies, under the Office of the Provost, receiving broad guidance with administrative supervision, and is granted broad authority to participate in the establishment of academic policy, procedures and programs.

### Roles and Responsibilities

As the **Director of Undergraduate Program**, you will perform the following duties which is not an all-inclusive list:

- Responsible for the oversight of the program development in the Undergraduate program to ensure their quality and consistency with the development and implementation of institution’s regional US accreditation plan.
- Provides oversight of the curriculum development in the Undergraduate program. Ensure that curriculum and teaching-related resources are current, relevant, and innovative.



# Fulbright

- Manages learning courses and provides supports in academic planning (courses, spaces, enrolment, staffing, class size, faculty/student ratio...).
- Provide recommendations to university leadership on policies and procedures in the academic area and implement newly developed policies and procedures that are relevant to faculty.
- Ensures that established policies in the Undergraduate program are followed in the resolution of student, faculty, and staff complaints, and student appeals.
- Works closely with the Registrar Office, Office of Student Life on matters related to the undergraduate students' experience.
- Provides support on exchange programs and institutional partnerships for undergraduate students and faculty.
- Provides supports to the Provost and the Dean on faculty hiring procedures.
- Provides supports for the institution's undergraduate program, faculty review and contract renewals.
- Supervises personnel (including full-time faculty, adjunct faculty, and academic affair staffs), assigns work to subordinates evaluates work performance, give advice and guidance, resolves employee complaints...
- Supervises and arranges for the undergraduate faculty development and training (including professional growth, grant writing, research support...)
- Oversees the research curriculum for all undergraduate majors and ensures compliance with accreditation standards and accepted procedures for institutions of higher learning.
- Supports internal departments in related projects (such as Communication, Admission, CEI...)
- Realizes and maintains partnerships with international and local learning institutions.
- Provides supports in registrar work and academic policies redefining process.
- Realizes and provides supports in upcoming exchanges programs for undergraduate students.

## What we look for

1. **Education:** Master or doctorate degree in education, or a related field.
2. **Experience:**
  - 5 years of experience in higher education administration (including supervision of personnel, budgets, and strategic planning) and/or teaching experience in higher education.
  - Demonstrated experience in representing an institution with international accrediting bodies and other commissions.
  - Experience working with multiple faculty, students and staff, as well as external visitors.
3. **Knowledge, Skills and Abilities:**
  - Strong analytical and problem-solving skills for identifying needs, conducting research, and developing innovative proposals, solutions, and programs.



# Fulbright

- Strong project-management and office management skills; administrative expertise with abilities to set priorities, organize and coordinate on office operation, anticipate needs, work under the pressure of deadlines and exercise good judgment, particularly with sensitive or confidential matters.
- Excellent interpersonal skills to promote effective collaboration and demonstrated ability to lead, collaborate, and support a community of diverse perspectives and cultures in an inclusive environment.

## 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 send the following to [diemtam.hoang@fulbright.edu.vn](mailto:diemtam.hoang@fulbright.edu.vn) and [jobs@fulbright.edu.vn](mailto:jobs@fulbright.edu.vn):
  - A resume of relevant experiences or qualifications.
  - A cover letter explaining your interest in the position and how you might approach the roles and responsibilities.
  - Any supporting materials.
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

