

# Fulbright

## WE ARE HIRING!

Position Title: **Director of the Center for Teaching Excellence**

Reports to: Dean of Undergraduate Studies

Department: Undergraduate Program

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 for the new Center for Teaching Excellence** will work closely with the university administration, faculty, and staff to develop and create a central office, program, and approaches devoted to enhancing teaching excellence on campus. This is an excellent opportunity for an enterprising individual to bring into existence an office and mission that will serve the entire teaching programs at the undergraduate and graduate levels.

The Director will design, facilitate, and continuously update programs and services to faculty across disciplines and interdisciplinary approaches. In keeping with the university’s values, the Director will respect and employ principles that honor equity, diversity, and inclusiveness in all of our educational endeavors. The Director will aim to build strong relationships and close collaborations with colleagues on the faculty, administration, and staff. In doing so, the Director will also exhibit discernment and respect for confidentiality in relationships with all parties. The Center for Teaching Excellence will exist within the Office of the Provost, and the Director will report directly to the Dean of Undergraduate Studies.



# Fulbright

## Roles and Responsibilities

The **Director of the Center for Teaching Excellence** will be expected to fulfill the following responsibilities:

- Collaborate with administration, faculty, and staff to create and develop a new Center for Teaching Excellence on campus.
- Develop, oversee, and evaluate new programs and services designed to enhance excellence in teaching.
- Form close collaborations with faculty, administrators, and staff to deliver initiatives and services.
- Recommend and procure software, hardware, and other technology that aid in the delivery of educational programs.
- Develop familiarity and mastery with teaching and learning technologies and online learning platforms.
- Administer the budget for the Center for Teaching Excellence.
- Provide leadership for excellence in teaching throughout the campus, and with respect for the university principles of equity, diversity, and inclusiveness.
- Engage in professional development for self-improvement, including keeping up-to-date on the literature on teaching and learning.
- Exhibit discernment and confidentiality in trust relationships with faculty, administrators, and staff.

## What we look for

### 1. Education:

- Doctoral degree in Education or a related field, or a Ph.D. in an academic discipline with significant familiarity and experience with college pedagogy and theories of teaching and learning.

### 2. Experience:

- Extensive successful undergraduate teaching experience in a full range of educational classrooms and settings.
- Experience in providing support for teaching and faculty development at the university level.



# Fulbright

### 3. Knowledge, Skills and Abilities:

- Strong interpersonal skills in building relationships with colleagues, including the ability to empathize with others and maintain confidentiality.
- Commitment to the principles of equity, diversity, and inclusiveness in teaching and learning.
- Commitment to life-long learning and self-improvement in areas related to faculty development and teaching excellence.

### 4. Desired Qualifications:

- Deep knowledge of theories of teaching and learning and their application to faculty development.
- Strong experience with educational media and technology in the enhancement of teaching.
- Experience in budget management at the university level.
- Ability to travel to conferences, etc. for professional development.

### What we offer

- The successful candidate will be eligible for appointment at an appropriate faculty rank. Salary and benefits are competitive on an international level.
- Opportunities to work, explore and learn about yourself in a different perspective.
- Opportunities to work in a dynamic and 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 various workshops, seminars, events, trainings and fun activities at Fulbright.
- High-end insurance schemes.

### How to Apply

- Please send the following to [dientam.hoang@fulbright.edu.vn](mailto:dientam.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.

