

Fulbright

WE ARE HIRING!

Position Title: **HR Intern**

Reports to: Senior HR Advisor, Talent Acquisition and Development

Department: Human Resources

Employment Type: Internship (3 months)

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).

We are looking for an HR Intern to perform various administrative tasks and support our HR department’s daily activities, focusing on talent acquisition and development (TA&D).

Roles and Responsibilities

1. Update Fulbright’s job description database
2. Support talent acquisition related activities
3. Act as TA&D admin in preparing TA&D material, documents, and forms
4. Support onboarding activities for new joiners
5. Arrange and support logistics for HR’s internal events and activities
6. Adhere to University standards, maintain compliance with all policies and procedures
7. Perform other projects and responsibilities as assigned



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What we look for

- Final year university student or fresh graduate
- Fluent in English and Vietnamese
- Proficient in Microsoft Office 365 Suite
- A highly adaptable team player with a detailed-oriented mindset and interpersonal skills
- Excellent time-management and organizational skills
- High level of integrity and confidentiality
- Proactive attitude and strong work ethics.

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 meaningful development activities at Fulbright
- A full network of supportive colleagues to ensure that you have an incredible internship experience
- A dynamic, innovative, and professional working environment
- Intensive English-speaking environment
- Monthly internship allowance

How to Apply

- Please email a cover letter explaining your interest in the position and resume to jobs@fulbright.edu.vn
- The position will remain open until filled
- Only short-listed applicants will be contacted for further process

