

Fulbright

WE ARE HIRING!

Position Title: **Learning Specialist**

Reports to: Dean of Fulbright 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

We are seeking applications for the position of **Learning Specialist**. This position will be a student facing role tasked with not only providing one on one learning support for moderate to high needs students but conducting workshops and trainings for the student body as a whole. This position will require a dynamic outgoing personality with a strong background in liberal arts education. This position requires not only an academic background and experience with teaching and education but strong interpersonal and communication skills.

Roles and Responsibilities

The **Learning Specialist** is responsible for the following:

1. Conduct 1-1 (in-person, online) learning advising sessions to address their challenges related to English skills, academic skills, and study skills with students:
- Helping students to understand their learning challenges and areas for improvement;



Fulbright

- Facilitate students in finding the answers to their questions;
 - Facilitate students in designing their individual learning plans to improve their skills.
2. Conduct 1-1 learning advising sessions with academically at-risk students to help them overcome their academic learning challenges.
 3. Work collaboratively with Learning Support team to develop and implement effective, student-centered workshops on English skills, academic skills and study skills.
 4. Work collaboratively with Learning Support team to develop and implement curriculum of mentoring program for Peer Mentors. (Peer Mentors are those students who participate in FUV's student tutoring program).
 5. Conduct training sessions on English skills, academic skills and study skills & mentoring skills for Peer Mentors.
 6. Collaborate effectively with the rest of the Learning support team to develop learning-support curriculum, materials and deliver instructions.
 7. Synthesize and report on students' learning needs, challenges and propose solutions, implement solutions in collaboration with LS team members.
 8. Collaborate effectively with other teams to academically support students' learning.
 9. Performs other related duties as assigned.

What we look for

We are seeking Vietnamese and international applicants who have held leadership roles as undergraduates and/or invested themselves in their own university communities. Specific eligibility requirements include:

1. Education:

- Master's degree is required. Candidates should have a strong background in education, teaching, ESL, learning support or related field.

2. Experience:

- At least 3 years of professional experience, teaching or supporting students with learning challenges.
- Experience with and understanding of the unique challenges of Vietnamese students studying at an English-speaking liberal art school.
- Have at least 3-year experience conducting English skills and/or related-academic skills workshops to students.
- Experience in conducting academic research.
- Experience in working for a start-up is preferred.
- Prior experience in an international or multicultural work environment is preferred.



Fulbright

- Experience and understanding of liberal arts education is preferred

3. Knowledge, Skills and Abilities:

- High proficiency in all English language skills (speaking, writing, listening and reading).
- Demonstrated ability to mentor/advise students with different learning styles.
- Ability to work independently and as part of a team to meet expected deadlines and effectively complete assigned tasks.
- Ability to communicate well in group and one on one situations.
- Eagerness to engage and establish rapport with a diverse community across different nationalities, cultures, religions, ethnicities, and beliefs.
- Creative, flexible and critical thinker who brings a proactive approach to problem-solving.
- Knowledge of and interest in working in a college environment is preferred.

What we offer

- 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.
- Competitive salary and high-end insurance schemes.

How to Apply

- Please send the following to fulbrightlearningsupport@fulbright.edu.vn and 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.
- 1-hour lesson plan:
 - Teaching contents: English skills/ academic skills/ study skills
 - Levels: high intermediate – advanced
 - Learners: university students
 - Language instruction: English
 - Class size: 15 – 60 students
 - Mode of Delivery: Virtually/ In-person
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

