

Fulbright

WE ARE HIRING!

Position Title: **Makerspace Technician**

Reports to: Associate Director of Design & Fabrication Operations - Maker Space

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 undergraduate program at Fulbright University Vietnam is recruiting a technician for the general operation and supervision of students and staffs working in the Makerspace. This position consists of various duties including providing a safe working environment and support to the learning of a diverse university community of users with different skill levels. This position is important to maintain a positive experience for all users of the makerspace in a constant changing development of a new university like Fulbright, which requires a good understanding of the complexity and challenges of the environment as well as having the empathy toward the young learners.

Roles and Responsibilities

The Makerspace Technician will be expected to fulfill the following responsibilities:

- Maintenance and calibration of the Makerspace equipment. Setup and testing of new equipment.
- Troubleshooting faulty machines and coordinating repair of machines.
- Fabricating parts (shelves, stands, etc.) to maintain a safe and effective makerspace.



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- Support student/faculty projects in innovation lab and engineering courses.
- Be responsible for some administrative duties related to the Makerspace.

What we look for

The roles and responsibilities listed above require a self-motivated, organized, and responsible individual. In addition, there are certain additional attributes and abilities needed to be able to successfully undertake this position:

1. Education:

- A vocational high school diploma or equivalent (occupational trained in electrical/mechanical/civil engineering fields) is generally the minimum education required.

2. Experience:

- Experienced with the operation and processes involved with mechanical fabrication, electrical wiring (high voltage line – 200VAC to 380VAC), and the use of hand-tools.
- Physical capability in handling heavy fabrication tasks such as tightening a big joint (e.g. a bolt sizes M20), holding a heavy part for installation, etc.
- Have at least 5 years experience in electrical/equipment maintenance.

3. Knowledge, Skills and Abilities:

- Knowledge of woodworking, metalworking, and machine shop equipment.
- Positive attitude, a willingness to collaborate with both faculty and students, and an openness to learning and trying out new educational methods.

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 diemtam.hoang@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.

