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WE ARE HIRING!

Position Title:	Research & Editorial Assistant
Reports to:	FSPPM Director of Research
Department:	Fulbright School of Public Policy and Management (FSPPM)
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).

Roles and Responsibilities

The **Research & Editorial Assistant** is mainly responsible for providing administrative supports in the marketing and publishing procedure of Fulbright University Vietnam (FUV)’s newly launched journal (Fulbright Review of Economics and Policy) as well as technical supports for FSPPM’s research activities. The Research & Editorial Assistant is responsible for the following:

- Provide direct assistance to the journal’s Editor-in-Chief on various journal related activities.
- Provide technical assessment of unsolicited newly submitted manuscripts: check whether submissions are of sufficient academic quality and within the scope of the journal; refer to internal/external expert help when necessary; submit new manuscripts to custom plagiarism detection software, assess the results, and inform the Editor-in-Chief to issues of concern as appropriate.



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- Monitor the review status of articles using ScholarOne to ensure that manuscripts move through the process promptly and in line with established guidelines; assist reviewers in the submission of their evaluation reports if needed.
- Answer the authors' inquiries related to their journal submissions.
- Provide administrative assistance to the journal editor by answering phones, taking messages, editing documents, and performing other journal related tasks as needed.
- Accompany the journal editor on business trips and to various conferences for journal related activities.
- Participate and support senior instructors in teaching activities.
- Support and maintain the FSPPM's reputation for excellence in policy research and engagement.
- Provide technical and other supports for FSPPM's research activities.
- Participate in the FSPPM's teaching activities at both full-time and executives education programs.
- Other tasks and responsibilities assigned to the employee by the company which may be adjusted from time to time.

What we look for

- **Education:**
 - Master's Degree in Economics, Public Policy, or related disciplines by start date (required)
- **Experience:**
 - Strong academic background and experience working with universities and institution (required)
 - Teaching assistance experience in Economics or Public Policy (preferred)
- **Knowledge, Skills and Abilities:**
 - English language proficiency: Excellent command of vocabulary, spelling, grammar, and writing skills (required)
 - Excellent keyboarding and other computer skills; competency using a variety of computer software (required)
 - Ability to mobilize institutional resources, including faculty, alumni, and academic/professional networks for journal development (required)
 - Strong analytical and quantitative skills, including coursework in research methods, statistics, and econometrics (required)
 - Interest in pursuing an academic career in the field of economics or public policy (strongly preferred)
 - Ability to work independently and as part of a team (strongly preferred)
 - Willing to travel (preferred)



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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 email a cover letter explaining your interest in and qualifications for the position along with your resume to jobs.fsppm@fulbright.edu.vn and jobs@fulbright.edu.vn.
- Deadline to apply: 30th October 2021.
- Only short-listed applicants will be contacted for further process.

