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WE ARE HIRING!

Position Title: **Student Engagement Manager**

Reports to: Director of Student Life

Department: Student Life

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).

About the Student Engagement

As a division of the Office of the Student Life, Student Engagement Division believes that our educational priority is to facilitate and nurture cross-campus involvement in opportunities, programs and events designed to foster the holistic development of students and the transition into engaged citizenship.

We strive to create dynamic learning opportunities that help students become civically, socially, academically, and personally responsible individuals who are engaged community members that act with dignity, honesty and pursue a lifelong commitment to learning and excellence.

Our focuses:

- Orientation
- First-year experience program
- Leadership program
- Sustainability programs



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- Civic engagement programs
- Sport and recreations
- Student clubs and organizations
- Student Council

Scope of work

The **Student Engagement Manager** is responsible for developing and managing programs and initiatives that serve student clubs and organizations at Fulbright University Vietnam (FUV) as well as student activities that promote the broader engagement of all students. The incumbent will collaborate with Faculty and other University services to provide holistic advising and support that meets the evolving needs of the student community.

Additionally, the Student Engagement Manager is responsible for managing the chartering of all student organizations and ensuring student groups are aware of and comply with relevant policies and procedures. The incumbent will focus on enhancing the co-curricular experiences of students through innovative co-curricular programming initiatives and leadership development opportunities in association with other units delivering co-curricular services, in particular, Career Development.

Finally, the Student Engagement Manager will lead the development of the annual Orientation program, helping new students make the transition to FUV. Organizing this event will involve a significant level of collaboration with Academic Affairs, Faculty, and other University services.

Roles and Responsibilities

The roles and responsibilities of the Student Engagement Manager includes but is not limited to:

Student Life Co-Curricular Programming and Activities:

- Lead and manage the development and delivery of an innovative co-curricular program that encourages student engagement and involvement at FUV. Collaborate with faculty, Residential Life, Learning Support, Career Development, and the Wellness Centre to ensure the program is aligned with the mission of FUV and the co-curricular program core competencies.
- Develop, manage, and assess community service opportunities for students. Provide outreach to the community and foster collaboration that will enhance the University's relationship with the community.
- Develop opportunities for students to engage in sporting activities. Build relationships with other institutions so that FUV students have opportunities to compete with their peers at other universities.
- Stay abreast of risk-management, legal, or other related changes impacting the co-curricular program and make recommendations for improvement and compliance.
- Manage scheduling of student activities to ensure optimal timing of and therefore engagement in these activities.



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Operations and Development of Student Clubs and Organizations

- Manage the organization and development of all student-initiated clubs and organizations, including the student government. This includes developing a policy and procedure framework for the operation and funding of student organizations.
- Develop and manage strategic initiatives and programs to improve the experience of the clubs and organizations on campus.
- Manage the development and provision of training for student organization leaders, particularly in the areas of leadership and budgeting. Develop and maintain student organization policies and procedures, and a student organization handbook.
- Advise the student clubs/organizations and student government in planning, implementing, managing and evaluating activities and events such as lectures, workshops, entertainment performances, and sports and recreational activities.
- Advise student club/organization leaders regarding event planning and logistics, utilizing best practices including sustainability, and relevant policies and procedures.
- Support student clubs and organizations with budget planning and management, and procurement processes.

Orientation Responsibilities

- Manage the design and implementation of Orientation events to introduce commencing students to FUV in a way that supports their transition to university, as well as their social, physical and intellectual well-being.
- Coordinate the decision-making process regarding Orientation, and ensure the assessment of Orientation programs, processes and events.
- Facilitate communication with commencing students, their parents, and campus departments regarding the Orientation program and other related University transition support.

Budget Process

- Develop and manage co-curricular program budgets; ensure accurate accounting records are kept; expenditure forms are properly completed; expense reports are complete for each event and activity; and all revenue is properly noted in the files.
- Develop the Student Engagement budget for the upcoming year.



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General Duties

- Recruit and manage staff, as student numbers justify and budget permits, to ensure Student Engagement objectives are achieved and a high level of student engagement and satisfaction is maintained.
- Keep the campus community informed of events, programs, and activities through the preferred communication platforms including OneStop Calendar.
- Ensure information is current on the Student Life web pages related to co-curricular programming and student clubs/organizations.
- Work with program evaluation staff to collect data on all aspects of the student experience related to student activities, organizations, and orientation.
- Participate in committees and meetings as assigned; may represent the department for the Director as needed.

What we look for

- **Minimum Qualifications:**
 - Bachelor's degree. Master's degree in a related discipline is preferred.
 - Demonstrated experience managing student co-curricular activities in a higher education or high school environment.
 - Demonstrated experience planning and running events.
 - Demonstrated experience in working with individuals and groups representing diverse cultural, geographical, and socioeconomic backgrounds.
- **Knowledge, Skills and Abilities:**
 - Knowledge of student development theory and application, and leadership development.
 - Ability to actively partner with colleagues to provide them with information, technique, instruction, feedback, and encouragement to support them in their role.
 - Experience working with higher education or high school students from diverse backgrounds in an advisory capacity.
 - Supervisory experience and effective supervisory skills to include coaching and mentoring to support students and staff in achieving department objectives.
 - Willingness and ability to work collaboratively and cooperatively with others; participates and fosters teamwork; promotes cooperation and commitment within a team to achieve goals.
 - Effectively handles highly stressful situations, making good decisions, working calmly and accurately, and helping to calm others; listens to people's ideas and concerns.
 - Ability to concisely and effectively communicate and interact with other individuals as well as internal and external organizations; listen accurately and actively.



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- Ability to complete tasks and projects on time; check for accuracy of own and others' work.
- Ability to use a constructive, positive approach to change.

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@fulbright.edu.vn and engagement@fulbright.edu.vn with the subject line: SEM_Name.
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

