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WE ARE HIRING!

Position Title: **Technical Services Officer**

Reports to: Project Manager

Department: Facility Management and Campus Development

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 opportunity

We are seeking applications for the **Technical Services Officer** position. The incumbent performs security guard and technical services at Fulbright's facilities and residences to ensure the safety and security of personnel and facilities. The regular working hours are 8 hours per day, from 7:00 am to 4:00 pm or 1:00 pm to 10:00 pm, from Monday to Saturday per week.

Roles and Responsibilities

The position's duties and responsibilities include:

- Monitor and ensure campus’ security and access to Fulbright students, faculty, staff and visitors.
- Support and ensure the office is locked carefully when not in use or when required.
- Check and turn off electrical equipment in working area of campus/office when not in use.
- Monitor electric power source and support to troubleshoot as needed.



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- Ensure electric power source used for the server and the telephone exchange of the campus is always provided.
- Preventing the theft or loss of Fulbright assets.
- Support to work with Crescent Plaza management and the security team of building to maintain and ensure campus' security.
- Support for moving the campus's facilities such as tables, chairs, cabinets, shelves, ... for staff, lecturers and students upon request.
- Periodic checking and maintenance of campus equipment, working with suppliers to repair as needed, such as: painted walls, changing bulbs, repairing tables and chairs, replacing fire extinguishers, supply systems drainage, lavabo, water lime, ...
- Support opening and closing movable partitions of classrooms when required.
- Support relevant departments to package and deliver goods when required.
- Check and keep the campus's warehouse always clean and tidy.
- Support to prepare and arrange tables and chairs, equipment, ... for campus events when required such as Opening Ceremony/Graduation Ceremony, admissions day, seminars, meetings of students, ... as well as dismantling, tidying up after the event ends.
- Support working with external suppliers to install equipment, tables, chairs, stage, backdrop, ... before and after campus events.
- Periodic checking and maintenance of campus equipment in the student's dormitory, working with suppliers to repair and replace the furniture, cabinets, bunk beds and replace these new devices (if any).
- Other jobs will be assigned and allocated by the line manager.

Other duties

- Contribute to team effort by welcoming new and different work requirements; explore new opportunities to enhance the services of the department; help others accomplish related job results as and where needed.



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What we look for

- **Education:**
 - A vocational school diploma or equivalent (occupational trained in electrical/mechanical/civil engineering fields) is generally the minimum education required.
- **Experience:**
 - At least 2 years of working experience in a similar position.
 - Prior working experience with a general understanding of process standardization, construction project, operations functions, event assistance and office administration.
- **Knowledge, Skills and Abilities:**
 - General project management knowledge.
 - Organizational, time-management skills with the ability to multi-task.
 - 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 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.
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

