

# Fulbright

## WE ARE HIRING!

<b>Position Title:</b>	<b>Admission Officer – Graduate Program</b>
<b>Reports to:</b>	Academic Affairs Manager
<b>Department:</b>	Fulbright School of Public Policy and Management (FSPPM)
<b>Employment Type:</b>	Full-time
<b>Number of Recruits:</b>	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 Fulbright School of Public Policy and Management**

Fulbright School of Public Policy and Management's mission is to advance transformative, innovative and inclusive public policy and management in Vietnam and the region - through its commitment toward excellence in teaching, research and civic engagement.

We are dedicated to preparing new generations of leaders with the integrity, knowledge and competencies necessary to have a significant impact in whichever field they pursue.

We are committed to promoting the understanding and best practice of public policy and management by producing high-quality, evidence-based research.

We are striving to providing a public sphere that fosters policy dialogues across Vietnam and the region - to enhance the public interest, particularly in fields with great social impact.



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## Roles and Responsibilities

**Admission Officer – Graduate Program** will be responsible for providing student recruitment not only for Master’s in Public Policy (MPP) program but also other executive education programs.

### Admission

In supporting the admission process, **Admission Officer – Graduate Program** will undertake the following responsibilities:

- Assist the Academic Affairs Manager in the preparation of the FSPPM Brochure and application packages for both degree and non-degree, executive education programs.
- Annually update admission requirements and notification, create and distribute a range of resource and promotional materials designed for the recruitment and retention of targeted groups.
- Develop and implement admission plan for every year to reach the KPI target.
- Advise candidates and prospective students, speak to different groups and organizations regarding educational opportunities, application procedures, policies, conditions for MPP scholarship, Executive Education programs, & financial aid.
- Manage and follow up candidate database throughout the year, especially during the admission period.
- Answer telephone and email inquiries regarding the admissions.
- Coordinate and organize admission events/seminars.
- Manage the full admission cycle from planning until enrolment process which includes receiving and verifying online applications, upgrading online application system (CRM), preparation of all application packages for exams, interview and the selection committee.
- Proactive in looking for and analyse new trends of student recruitment, especially in similar master programs.
- Prepare proposal, reports to FSPPM management team, MOET, donors...

### Other duties

- Contributing to team effort by welcoming new and different work requirements; exploring new opportunities to enhance the services of the department; helping others accomplish related job results as and where needed.
- Other tasks and responsibilities assigned to the Employee by the Company which may be adjusted from time to time.



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## What we look for

### Education:

- A Bachelor's Degree in Business, Management or relevant field.

### Experience:

- More than 5 years working experience, in which at least 3 years working experience in relevant field of recruiting students, especially in international education institutions is a plus.

### Knowledge, Skills and Abilities:

- As English is the language of communication and education of Fulbright University Vietnam, a minimum requirement is IELTS 6.5 or equivalent is required.
- Efficient knowledge and ability to use computers and related technology and software to aid work.
- A highly effective communicator and excellent team player with good interpersonal and influencing skills, able to build trusting and respectful constructive relationships that align with common goals and create cross-functional collaboration.
- Maintaining solid customer relationships by handling questions and concerns with speed and professionalism.
- Adaptability skills in an international and multicultural environment are preferred.
- Proven ability to pay close attention and notice minor details in order to deliver work that meets the standard of Fulbright.

## 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.



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## 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](mailto:jobs@fulbright.edu.vn).
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

