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## **GRAND RECRUITMENT 2015**

### **JOB DESCRIPTION**

#### **VIETABROADER CAREER SERIES**

#### **DELEGATE TEAM**

##### **A. FUNCTIONS**

As a member of the Delegate Team, you are responsible for recruiting career conference's or career talk's attendants and taking care of them before and on the event day, aiming for a high and consistent satisfaction of participants toward all events. This is a very important job, and it entails a lot of working hours and dedication.

##### **B. AVAILABLE POSITIONS**

- 2 Managers (1 for Career Talk in Hanoi, and 1 for Career Conference in Ho Chi Minh City)
- 4-6 Assistant Managers (2-3 for Career Talk in Hanoi, 2-3 for Career Conference in Ho Chi Minh City)

##### **C. TIME OF WORK**

- Expected working period: April 22 – July 31<sup>st</sup>
- Expected time needed to be in Vietnam: May 15<sup>th</sup> – **July 31st** (the returning date to Vietnam can be discussed during the interview for candidates who study/live abroad)
- Expected working hours: minimum 3-5 hours/ day

##### **D. RESPONSIBILITIES**

- Come up with and carry on the most efficient strategy for recruitment.
- Design the content of the career talks' application.
- Work closely with Program Team to decide the criteria of selecting participants.
- Work closely with IT team to upload the online application and assist with any technical issues the applicants may have.
- Read the applications, and select the attendants.
- Provide assistance to the applicants prior to the event day (through hotline, email, skype session, etc.)
- Work with Program Team to coordinate attendants at the training workshops and on the event day.
- Design a system to follow up with participants after the career talks.
- Distribute post-events surveys.

##### Additional Responsibilities for Manager:

- Report directly to Host
- Lead and manage all Delegate members
- Assist Chair/Host in writing the Career Conference / Career Talk 2015 report.

##### **E. QUALIFICATIONS**

- Undergraduate or graduate students
- Have a customer-centric point of view, people-oriented



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- Excellent written/oral skills in English and Vietnamese
- Ability to analyze situations and solve problems quickly
- Good management skills
- Cross-team collaboration skills

Additional Qualifications for Manager:

- Strong leadership skill
- Excellent internal and external communication skills
- Ability to take initiatives and lead a team with diverse backgrounds
- Ability to work in fast-paced environment and under pressure

**F. RECRUITMENT INFORMATION**

- Round 1: Application round. Deadline: **11:59 PM April 5<sup>th</sup> (EST)**
- Round 2: Interview round for applicants who pass Round 1 only.

**G. CONTACT INFORMATION**

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