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GRAND RECRUITMENT 2015

JOB DESCRIPTION

VIETABROADER STUDY ABROAD CONFERENCE (VASAC)

PROGRAM TEAM

A. FUNCTIONS

For the summer of 2015, the VietAbroad Study-Abroad Conference Program Team in each region will be in charge of planning conference program and reaching out for applicants and participants for all of the conferences in the target provinces in the region.

B. AVAILABLE POSITIONS

- 02 Managers (1 for the North, 1 for the South)
- 14 Assistant Managers (5 for the North, 3 for the Central, 6 for the South)

C. TIME OF WORK

- Expected beginning day: 01/05/2015
- Expected ending day: 15/08/2015
- Expected commitment: about 20 hours/week
- Expected duration of stay in Vietnam: 01/06/2015 to 05/08/2015

D. RESPONSIBILITIES

Conducting effective agenda and content for all events in the VietAbroad Study-Abroad Conference in order to provide information for those who are not familiar with study-abroad and ensure the high level of satisfaction of participants.

Detailed responsibilities could be categorized in two primary areas:

1. Program

- Develop content for the main event and smaller conferences in other provinces in the region
- Prepare handbook content and needed materials for participants
- Select and rehearse with guest speakers
- Report after the conferences and related events

2. Delegate Relations

- Recruit applicants (including making and evaluating applicants)
- Actively reach out for applicants before, during and after the conference
- Assist applicants in application process
- Create connection between guest speakers and participants
- Survey participants and report after the conferences and related events

Program Manager has following additional responsibilities:

- Keep track of work flow and progress in the team
- Report and evaluate program team's performance towards the end of the working period.
- Facilitate the communication between Program Team and Executive Team, Operations Team and other related teams.
- Facilitate bonding and cohesion among the team members



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E. QUALIFICATIONS

1. Program Manager
 - Ability to visualize the conference
 - Ability to resolve conflict
 - Ability to listen to other people's ideas without bias
 - Ability to convey ideas
 - Time-management skill
 - Flexibility
 - Experience of working in a team with diverse background

2. Program Assistant Manager
 - Program Skills
 - Well-organized and detail-oriented
 - Good writing skills
 - Creativity
 - Knowledge of study abroad, U.S college application and college life
 - Delegate Skills
 - Communication skills
 - Responsibility
 - Friendly
 - Sensitivity and mindfulness

F. RECRUITMENT INFORMATION

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

Applications are reviewed, interviewed and accepted on rolling basis

G. CONTACT INFORMATION

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