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## GRAND RECRUITMENT 2015

### JOB DESCRIPTION

VIETABROADER STUDY ABROAD CONFERENCE (VASAC)

OPERATIONS TEAM

#### A. FUNCTIONS

For the summer of 2015, the VietAbroad Study-Abroad Conference Operations Team in each region will have to commit a great amount of time executing Program Team's plan for all of the conferences in the target provinces in the region and conducting a school fair in the main city in each region.

#### B. AVAILABLE POSITIONS

- 02 Managers (1 for the North, 1 for the South)
- 16 Assistant Managers (5 for the North, 4 for the Central, 7 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

**Implementing and budgeting all ideas and goals** of the Program Team for all events in the VietAbroad Study-Abroad Conference in order to help the conferences run smoothly and help participants to get the best experience out of the conferences.

Detailed responsibilities could be described as follow:

- Scout appropriate locations/venues for main event and optional events (if needed)
- Prepare materials as required at a reasonable price
- Keep track of expenses
- Arrange school fair
- Reach out to other provinces in the region (only some Operations Assistants are in charge of this task)
- Report after the conferences and related events

The Operations 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 Operations Team and Executive Team, Program Team and other related teams.
- Facilitate bonding and cohesion among the team members

#### E. QUALIFICATIONS

1. Operations Manager
  - Analytical thinking



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- Ability to control budget
  - Ability to visualize the conference, especially the school fair
  - Ability to resolve conflict
  - Ability to materialize ideas
  - Experience of working in a team with diverse background
  - Detail-oriented
2. Operations Assistant Manager
- Committed
  - Well-organized
  - Flexibility
  - Negotiation skill
  - Possess any means of transportation

#### **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.

*Applications are reviewed, interviewed and accepted on rolling basis*

#### **G. CONTACT INFORMATION**

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