

Company:

The employer is an up-and-coming private university with an American-style curriculum. English is used as the medium of instruction for all classes and most administrative matters. The campus is spacious and park-like -- full of trees, fishponds and flowers -- about a kilometer from the South China Sea. The work atmosphere is somewhat relaxed by international standards but demands an ability to shift between multiple roles that would be covered by specialists in a larger institution.

Job Description:

The Student Affairs Manager is the primary point of contact between students and the institution, handling functions that span the domains of advising, registration, recruitment, extra-curricular activities, and institutional expansion. As core duties, the Student Affairs Manager is responsible for:

- Advising students and faculty on university policies and procedures.
- Familiarizing students with their responsibilities as learners in an American system (registering for classes before deadline; completing all elements of the core curriculum; selecting electives; completing a major; meeting graduation requirements, etc.).
- Scheduling course offerings for each semester in consultation with faculty and the Provost; rescheduling classes and/or redistributing students among classes to make optimum use faculty resources and facilities.
- Advising students toward eventual transition to one of our U.S. partner schools for completion of graduate or undergraduate degrees, or other institutions as appropriate.
- Piloting job placement, internship and job-seeking skill workshops for upcoming graduates
- Becoming familiar with the challenges of individual students as necessary and helping them to devise workable solutions.
- Planning future curriculum in consultation with the faculty, Provost and Chancellor.
- Initiating new activities and sequential protocols to improve student recruitment
- Attending monthly faculty meetings to disseminate policies and information.
- Devising new policies and practices as needed to streamline and regularize procedures; innovating student activities and events to make campus life more colorful.
- This position reports directly to the Vice-President/Provost and works closely with other administrators onsite.

Qualifications:

- Experience with working in a North American university administration is strongly preferred.
- Working knowledge of advising and counseling techniques.

- Initiative and responsibility in tackling emergent issues, anticipating problems and brainstorming solutions.
- Patience and flexibility in mediating between American-style academics and a Southeast Asian staff and institutional culture.
- High comfort-level with digital organizing and data management; the willingness to learn new apps and adapt them as necessary.
- Flair for organization combined with strong interpersonal and communicative skills.
- Bachelor's degree in related area and/or equivalent experience/training.

Remuneration:

- Salary must be negotiated directly with HR upon receiving an offer of employment.
- Administrative salaries at this level are sufficient for a comfortable life in Vietnam.
- The position includes a one-year work visa and Temporary Residence Certificate for Vietnam

Overall:

This institution is small and unconventional for the local context, but the job could be a good opportunity, especially for a younger professional seeking a broad range of responsibility in a cross-cultural context.

Application Deadline:

The position is currently vacant, so early applicants will be at an advantage. Applications will be reviewed on a rolling basis, but the university hopes to fill the position in November 2025.

Relocation to Vietnam is required; this is not an online position.

Contact:

Interested candidates should send a CV and cover letter to the Provost:

jamesbd@auv.edu.vn

Location:

Danang is an attractive coastal city located in Central Vietnam. The city is renowned for its world-class beaches and nearby attractions, such as Hoi An historic town, the Marble Mountains, the Son Tra Peninsula, and Bana Hills. The beaches of Danang and Hoi An, consisting of an almost uninterrupted 25km-stretch of sand, draw travelers from around the world. The cost of living is quite low by international standards, and the city is full of affordable restaurants (Vietnamese, international, and veg/vegan) as well as innumerable small, independent cafes. The university is 6km south of the downtown, a few minutes' drive from public beaches and 5-star resorts. The climate of Danang is warm and tropical, with a milder rainy season each year from September to December.