

**Position Description**

<b>Title:</b> Director	<b>Reports to:</b> Vice President & Director, International Operations
<b>Division:</b> IIE/Vietnam	<b>Department:</b> Office of the Vice President, Scholarship Programs & International Operations

**Purpose:** Responsible for the overall management and supervision of IIE’s Vietnam offices, including: coordination of EducationUSA educational advising services for the country; management of existing scholarship, fellowship and training projects; implementation of IIE US higher education fairs; lead sales, marketing and representation of Educational Testing Service (ETS) products; provide strategic direction to the office and staff; management of the office’s finances and administration; and development of new programs. All of these activities will be undertaken in close collaboration with partners and sponsors, particularly the U.S. Department of State, U.S. Mission to Vietnam and Ministry of Education and Training (MOET).

**Responsibilities:**

1. In close collaboration with the U.S. Department of State, Educational and Cultural Affairs office and the Public Affairs Section of the US Mission to Vietnam, provide country level coordination and leadership of all EducationUSA (<http://www.educationusa.state.gov/>) activities related to advising, training, marketing and web-based initiatives. Work in partnership with the sponsor to implement the vision and goals for EducationUSA in the country.
2. Supervise administration and marketing of testing programs under contract to the Educational Testing Service (ETS), and provide in-country representation.
3. Organize Fall, Spring, Community College and other miscellaneous university fairs and study tours throughout the country.
4. Support existing scholarship, fellowship and training programs and develop with senior management new opportunities for programs with local entities.
5. Liaise with appropriate government officials, agencies, universities and corporations to maintain general support for IIE and develop new programs as practicable.
6. Promote IIE programs and services and supervise IIE Vietnam office staff and budget.
7. Attend international education conferences in the U.S. and other parts of the world to represent IIE and also to provide information to attendees that may further the cause of education and linkages with Vietnam and international educational institutions.

8. Other tasks as are identified and discussed with the Vice President and/or Director for International Operations which may be deemed in the best interests of IIE/Vietnam.

**Qualifications: Education/Experience/Skills:**

- Graduate level degree from a U.S. university, or equivalent experience.
- 5-7 years experience in the management, growth, and /or development of educational exchange programs.
- 5-7 years experience working in Asia, preferably in Vietnam. Strong familiarity with Vietnamese academic and government structures.
- Language fluency in English required with strong Vietnamese language skills a plus.
- Knowledge of U.S. educational system and how it serves international students and faculty.
- Proven cross-cultural skills, particularly in the area of communication.
- Strong analytical, information-gathering, writing, and oral presentation skills
- Prior financial and personnel management experience strongly desired.

**Supervision Exercised:** Supervises a staff of approximately ten in Hanoi and HCMC offices.

IIE/Vietnam was established 1997 and covers a wide scope of activities including, supporting and strengthening internationalization of universities, providing free and unbiased information about study in the U.S., developing and managing scholarship and study abroad programs, and supporting English language teaching and testing. Please visit [www.iievn.org](http://www.iievn.org) for more information on the Institute's activities in Vietnam.

No telephone inquiries, please. If interested in applying, send CV and cover letter along with salary requirements to [hr-ny@iie.org](mailto:hr-ny@iie.org) or fax to (212) 984-5528.