



# Job advert

## CENTRE DIRECTOR, UNIVERSITY ACCESS CENTRE (HO CHI MINH CITY)

### Context

#### INTO's mission:

***Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.***

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 24 partnerships with universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far

### Requirements

The Centre Director will be responsible for providing the overall leadership of the Centre in a manner that reflects the goals and values of INTO, the UAC, and its participating universities, and promotes the delivery of a world-class customer and stakeholder experience for all.

The responsibilities of this position may change and develop over time, but will include the following:

- Provide the leadership, vision and management required to enable the UAC to deliver its strategic and operational objectives – including achieving and exceeding student recruitment targets;
- Promote and deliver an outstanding experience for all UAC staff and student visitors;
- Provide a culture of performance management and inclusivity in order to achieve the UAC's objectives and attract, retain, and develop quality employees;
- Lead in the onboarding, training coordination, and ongoing motivation of all UAC HCMC staff;
- Provide the day-to-day management of all UAC HCMC staff to ensure appropriate performance and standards being met;
- With regards to managing partner university International Officer staff in Centre:
  - Ensure each meets their institution's desired greater goals of participation in the UAC, possibly including institutional links, R&D development, internship or employment opportunities, and local education agency network support;
  - Monitor and manage time spent outside the UAC on work-related activities;
  - Maintain regular contact with each participating university home base and the "dotted line" management of each IO staff member, also ensuring that they are themselves connecting with and reporting back to home base management regularly.

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- Build effective relationships with key internal and external stakeholders, including participating university personnel, colleagues within the INTO network, staff and leadership at other partners and institutions in HCMC, and educational agency contacts in the UAC HCMC remit area;
- Work closely with the East Asia Regional Office team to ensure the smooth integration of both the UAC and RO teams in the Centre;
- Work closely with the IELTS testing team to ensure smooth daily testing operations and execution of other IELTS-related events in the Centre;
- Ensure the implementation of an effective lead capture process for all student visitors to the Centre;
- Monitor overall financial performance through the efficient management of resources and operational functions within the established budget;
- Deliver routine reports and present ongoing feedback to participating universities and INTO senior management as required;
- Ensure all centre activities meet the organisational requirements for quality management, health and safety, legal/HR stipulations, environmental policies, and general duty of care;
- Devise and implement promotional strategies for student, participating partner, and wider HCMC remit institutional engagement with the UAC to help drive its success;
- Work with the central UAC team to organise and execute an annual schedule of events within the Centre;
- Participate in an annual performance review;
- Support and develop other potential Centres that may launch in the future;
- Be flexible, and willing to work in evenings and on weekends.

## Application process

Please refer to the job description for this post for the necessary skills and experience required. Send your CV along with a covering letter stating why you are suitable for the role and where you saw it advertised to: Apple Nie **via email to:** [apple.nie@intoglobal.com](mailto:apple.nie@intoglobal.com)

**The closing date for applications is Friday 13<sup>th</sup> September 2019**

## Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

INTO is an equal opportunities employer.



INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

<http://www.intoglobal.com/>

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit [www.into-giving.com](http://www.into-giving.com).