



The Office of International Affairs and Global Network Announcement

Re: Application for an Academic Exchange Coordinator

The Office of International Affairs and Global Network wishes to employ an officer in the position of an Academic Exchange Coordinator with a monthly salary from 20,000 – 30,000 Baht to coordinate the student mobility program (online, onsite and hybrid) with the following responsibilities.

1. Coordinating the student mobility program – outgoing (online, onsite and hybrid)

- Coordinating with the partner universities
- Coordinating with Chula Faculties and Colleges to promote the student mobility program, collecting documents, and notifying the result of the acceptance.
- Coordinating with the outgoing students in promoting the program, collecting & monitoring all required application documents, providing counselling & suggestions before, during, and after their exchange period, and solving problems.
- Nominating and submitting Chula students' application documents to the partner universities.
- Submitting the transcripts from the partner universities to the students.
- Preparing memorandums and documentation that are related to the responsibility.

2. Coordinating the student mobility program - incoming (online, onsite and hybrid)

- Coordinating with the partner universities

- Coordinating with the foreign students who are interested in taking part in the student mobility program
- Coordinating with Chula Faculties and Colleges to consider the student mobility program's applications
- Coordinating with the University's internal offices to issue student IDs, fill out CUAF scholarship information, and request for official transcripts.
- Preparing memorandums and documentation, such as acceptance letters for exchange students, etc.

3. Coordinating the short-term student mobility program.

4. Coordinating the staff mobility program under a university-level agreement with partner universities.

5. Coordinating activities organized for international staff and students, and preparing the documents, reports/records of related activities.

6. Strategic project work, with a variety of projects assigned

7. Create and update the student mobility program (online, onsite and hybrid) database.

8. Other responsibilities as assigned

1. Specific qualifications

- 1.1 Having graduated with a Master's Degree or Bachelor's Degree in any fields, appropriate for the responsibilities and type of work to be assigned to do
- 1.2 Male applicants must be free, waived, or exempted from military service
- 1.3 A good command of the Thai language (Speaking, Reading, and Writing)
- 1.4 A good command of the English language (Speaking, Reading, and Writing)
- 1.5 A good skill in using Computer programs, such as, Microsoft Office, Internet and related programs that will be advantageous for the job
- 1.6 Having the ability to coordinate with both internal and external departments.

2. Knowledge and abilities

- 2.1 Having a service mind and good personality as well as interpersonal relations

- 2.2 Being capable of controlling the emotions in stressful situations and appropriately resolving immediate problems
- 2.3 Being flexible in working, able to adjust to changing circumstances and able to work with others as a team
- 2.4 Being able to comprehend and follow the procedures/work methods in accordance with the Office's aims and goals
- 2.5 It would be advantageous If you have prior experience in coordinating an exchange program or working with foreign institutions.

3. Application documents

- 3.1 A 1x1 inch full-faced photograph (taken no longer than 6 months prior to the application)
- 3.2 A copy of the identification card and the house registration
- 3.3 Academic certificate(s) specifying the graduation date
- 3.4 A copy of the change of name certificate (if any)
- 3.5 A copy of the military service or military exemption certificate (Thai national applicant)
- 3.6 Any of the English proficiency test results, TOEIC, CULI-TEST, CU-TEP, IELTS or TOEFL, which is taken no longer than 2 years prior to the application closing date with their respective minimum score as below.
 - TOEIC at least 700 (Total Score 990)
 - CULI-TEST at least 75 (Total Score 100)
 - CU-TEP at least 75 (Total Score 120)
 - IELTS at least 5.5 (Total Score 9.0)
 - TOEFL (PBT) at least 513 (Total Score 677)
 - TOEFL (ITP) at least 513 (Total Score 677)
 - TOEFL (iBT) at least 65 (Total Score 120)

4. Selection process

- 4.1 Written Examination (100 Points)
- 4.2 Interview (100 Points)

Applicants must score at least 70% of the full points to be considered qualified for the position.

Note

Those who wish to apply can send the application together with the required documents via email to Chalathip.j@chula.ac.th and Oum.n@chula.ac.th from now until April 05 , 2022

Announced on March , 2022

(Ram Piyakate , Ph.D.)

Director of The Office of International Affairs and Global Network

