



Note-Taker Internship – August 2009

Locations: Hanoi and Ho Chi Minh City, Vietnam

Dates: August 2 (Sunday) – August 8 (Saturday)
(Optional participation in tours: August 1 and August 9)

The Vietnam Education Foundation (VEF) is seeking well-qualified Americans, who are currently in Vietnam, to act as note takers during the final phase of the VEF Fellowship selection process, namely, the Oral Exam/Interview, which is also referred to as the VEF Mission, to be held from August 1 through 9, 2009.

The obligatory dates for the note-taker are August 2 through August 8. The note-taker is expected to participate in all weekend and evening activities related to the Mission during these dates. A more detailed schedule will be provided later, which will include travel from Hanoi to Ho Chi Minh City on Wednesday, August 5.

During the VEF Mission, the note-taker will work directly with the interview panelists, who are notable U.S. professors, selected by the U.S. National Academies (NA), and will assist with writing letters of recommendation for final Fellowship nominees, which include candidates for the VEF Fellowship and for the Vietnam government's Fellowship program, known as the Vietnam International Education Development (**VIED**)¹. The note-taker reports to Dr. Lynne McNamara, VEF Acting Executive Director, and Dr. Ray Gamble, Director, Fellowships Office, U.S. National Academies. Details are described as follows.

Position Description: The internship position includes the following tasks:

1. General Tasks

- a. Receive training in Hanoi on Sunday morning, August 2, regarding the note taker's responsibilities for the VEF Mission, including inputting/typing data and narrative into VEF's Online Management System.
- b. Attend all meetings related to the VEF Mission, including the Mission briefing meeting in Hanoi on Sunday afternoon, August 2, organized group meals, and the Mission debriefing meeting in Ho Chi Minh City on Saturday, August 8.

2. Specific Tasks

- a. Take detailed notes of the individual interviews as assigned.
- b. Assist professors by referring back to notes and ultimately crafting draft and final letters of recommendation to be approved and signed by the U.S. panelists.

¹ VEF is including VIED candidates in this year's August 2009 interviews at the request of the Ministry of Education and Training (MOET). VEF is pleased to assist MOET in this endeavor as MOET is emulating the VEF application and selection process.

- c. Join U.S. panelists during lunch meals.
- d. Travel with the panelist delegation from Hanoi to Ho Chi Minh City.
- e. Assist with the Mission as requested.

Dates/Work Week: The internship – starting in Hanoi and ending in HCMC– will be from August 2 through 8, 2009. During this period, the note-taker is expected to work full-time and long hours from early morning through late evening, as needed, to accomplish the work. Professional business attire (i.e., suit for men and dress/skirt or pant suit for women) is expected during the Mission. The note-taker is required to attend the Welcome Lunch on August 2 and Farewell Dinner on August 7; venues will be announced later. The note-taker may participate in VEF-sponsored optional tours on August 1 (Halong Bay) and August 9 (Mekong Delta), but must inform VEF if s/he will participate or not.

Financial Arrangements: This internship is a paid position. Note takers earn US\$75 per day for the duration of the required days during the Mission (7 days: August 2 - 8). In addition, VEF will cover the following expenses: economy air transportation from Hanoi to HCMC and return; hotel and breakfasts in HCMC; and any group lunches and special event dinners in Hanoi and in HCMC that are organized and sponsored by VEF. VEF will also pay the fee for the note-taker to participate in the optional tours on August 1 and 9.

Advantages: This internship provides the following opportunities: 1) to work closely with the VEF teams from both Washington, D.C., and Hanoi, as well as with the staff of the prestigious National Academies of the U.S.; 2) to work with renowned U.S. professors; 3) to meet outstanding young Vietnamese, who are candidates for Fellowships, both for VEF and VIED; and 4) to gain insight into a dynamic U.S. federal agency that has been enhancing U.S.-Vietnam relations and fostering the development of bilateral relations through education and through institutional outreach.

Required Qualifications:

1. Native speaker of English and a U.S. citizen, living and/or working in Vietnam.
2. Graduate of an accredited U.S. university.
3. Background and/or academic study related to the Mission of VEF, i.e. international relations, science, technology, or a related field, such as international education, Asian studies, Asian language study, linguistics, or English as a Second Language (ESL).
4. Excellent writing and organizational skills, including note taking, typing, and word-processing.
5. Available from August 2 through August 8, 2009.
6. High level of flexibility regarding hours and days of work as well as job duties.
7. Ability to travel within Vietnam.
8. Positive attitude and interest in supportive teamwork.

Desirable Qualifications:

1. A graduate degree from a U.S. university.
2. Previous travel in a developing country.
3. Intermediate skills in a foreign language, preferably an Asian language or Vietnamese.
4. Previous international experience: studying, living, or working abroad.

**Interested candidates should send to VEF (binhdang@vef.gov)
a cover letter and a resume or curriculum vitae,**

**with the names and contact information for 3 references,
who can attest to the applicant's professional skills.**

DEADLINE for applications is Monday, July 13, 2009.

PLEASE NOTE.

**As part of the interview process,
all final candidates for the note-taker positions
will be asked to write a brief essay on a topic provided by VEF.**

The Vietnam Education Foundation (VEF) is an independent federal agency of the U.S. government created in December 2000 by the U.S. Congress to strengthen the scientific, engineering, medical, and technology communities of Vietnam through educational exchange and scientific and technical cooperation. More background information can be found at the VEF website: www.vef.gov