



**Note-Taker Internship Announcement– August 2011**

**Locations: Hanoi and Ho Chi Minh City, Vietnam**

***Dates: August 4 (Thursday) – August 11 (Thursday)***

The Vietnam Education Foundation (VEF) is seeking well-qualified Americans, who are currently in Vietnam, to act as note-takers during the second 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 4 through 11, 2011.

The obligatory dates for the note-taker are August 4 through August 11. 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 (HCMC) on Monday, August 8.

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 VEF Fellowship nominees and recommendees. The note-taker reports to Dr. Lynne McNamara, VEF Executive Director, and Dr. Margaret Petrochenkov, Program Officer, U.S. National Academies. Details are described as follows.

**Position Descriptions:** The internship position is responsible for the following tasks:

**1. General Tasks**

- a. Receiving training in Hanoi on Thursday afternoon, August 4, regarding the note-taker's responsibilities for the VEF Mission, including inputting/typing data and narrative into VEF's Online Management System.
- b. Attending all meetings related to the VEF Mission, including the Mission Orientation in Hanoi on Thursday morning, August 4, organized group meals, and the Mission debriefing meeting in HCMC on Thursday, August 11.

**2. Specific Tasks**

- a. Taking detailed notes of the individual interviews on August 5 afternoon, August 6, 7, 9, and 10.
- b. Assisting 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.
- c. Joining U.S. panelists during group lunch meals.
- d. Traveling with the panelist delegation from Hanoi to HCMC.
- e. Assisting with the Mission as requested.

**Dates/Work Week:** The internship – starting in Hanoi and ending in HCMC– will be from August 4 through 11, 2011, except for August 5 morning. 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.

Financial Arrangements: This internship is a paid position. Note-takers earn US\$80 per day for the duration of the required days during the Mission (7.5 days: August 4 – 11, excluding August 5 morning). In this case, a note-taker will earn US\$600 (\$80 x 7.5 days) during the internship. In addition, VEF will cover the following expenses: economy air transportation from Hanoi to HCMC and return, taxi fare from the hotel to the airport in HCMC and from Noi Bai airport to residence in Hanoi; lodging including breakfasts for 4 nights (check in on August 8 and check out on August 12 morning) at New World Saigon Hotel in HCMC; and any group lunches and special event dinners in Hanoi and in HCMC that are organized and sponsored by VEF.

Payment will be made 3-4 weeks after the completion of the Mission.

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 United States; (2) to work with renowned U.S. professors; (3) to meet outstanding young Vietnamese, who are candidates for the VEF Fellowships; 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 4 through August 11, 2011.
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 ([hanhbui@vef.gov](mailto:hanhbui@vef.gov)) a cover letter and a short resume/curriculum vitae by 9:00 am, Tuesday, July 19, 2011.**

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](http://www.vef.gov)