



Mahidol University Announcement Application for Foreign Expert (Level 3), Mahidol University

Mahidol University, Thailand, is seeking a native English speaker to assist its International Relations Division based at the Office of the President, Salaya Campus. This is an ideal opportunity for someone who would like to work for one of Thailand's top research and higher learning institutions.

Responsibilities include assisting the international relations team in a variety of roles as follows

1. Managing and coordinating all activities within the Southeast Asia region

- Conducting preliminary scoping analyses on potential international partners for Mahidol University in assigned regions, suggesting possibilities of collaboration (research, education, student and staff mobility, recruitment, and others) and establishing initial discussions with selected international partners, in consultation with the Vice President for IR and the IR Division;
- Developing strategies, implementing and managing collaborative projects/activities in the assigned regions and with international partners, including but not limited to, routine correspondence, arranging both offline and online meetings, workflow preparation, project briefing and debriefing, and so on;
- Communicate with internal faculties to gather insights and information;
- Draft speeches and Memorandums of Understanding (MoU)/agreement as necessary;
- Facilitating inbound visits for international partners and outbound visits for Mahidol University executives and staff; and
- Any other tasks assigned by the Vice President or the IR Division.

2. Analyzing Data relating to International Partnership

- Analyzing essential information and data to help identify and expand the collaboration with potential future partners;
- Analyzing data on specializations and Mahidol University faculty/institutional profiles; and
- Any other tasks assigned by the Vice President or the IR Division.

3. Student Mobility Program

- Creating marketing strategies and tools for summer programs and tailormade programs.
- Re-designing promotional materials and content for summer programs 2025-26
- Analyzing trends of summer programs in Asia
- Creating content for student mobility programs
- Creating PR campaigns for student mobility programs
- Exploring new media and new channels
- Conducting short-term student mobility programs

4. PR material and content /develop PR material for Student Engagement

- Creating PR campaigns for student mobility programs for international students and Thai students
- Exploring new media and new channels

5. MUIR Corporate channels

- Exploring new media and new channels
- Creating PR campaigns for student mobility programs for international students and Thai students
- Re-designing digital newsletter and publications
- Creating content for FB and MUIR website

6. Others

- Undertaking other duties not specifically stated above, which from time to time are necessary for the effective performance of the University business without altering the nature or level of responsibility involved.

Requirements

- Foreign national;
- A minimum of a Bachelor's degree;
- Excellent verbal and writing skills in the formal English language are required;
- Proficiency in other foreign languages, apart from English, will be an asset;
- Proficiency in the use of MS Office and other software is required;
- Proven professional experience focusing on global engagement or international relations or working experience in other higher education institutions will be an asset; and
- Willingness to travel abroad and work after hours from time to time.

Salary: 43,810 + 8,000 (Accommodation allowance) Baht per month

Announced on January ,2024

(Prof. Wachira Kochakarn, M.D. FAC S.)

Vice President

Acting on Behalf of the President