

Vice Dean of Arts and Sciences
VinUniversity

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Posted Aug. 27, 2025, set to expire Dec. 27, 2025

Job Title	Vice Dean of Arts and Sciences
Department	College of Arts and Sciences https://cas.vinuni.edu.vn/
Institution	VinUniversity Ha Noi, , Vietnam
Date Posted	Aug. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Social Sciences - General
Job Website	https://vinuni.talent.vn/#alljobs
Apply Online Here	https://vinuni.talent.vn/job/vice-dean-of-arts-and-sciences-9183
Apply By Email	
Job Description	

THE COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is the first home for all students enrolled at VinUniversity as they embark on a nuanced journey of self-discovery in a state-of-the-art tertiary education designed in collaboration with leading universities in the world, top minds in Vietnam and passionate stakeholders. In this sense, General Education at VinUniversity is essentially a “gateway” between past and future, theory and practice, and local and global. This is where students, faculty and staff collectively take the first step towards realizing VinUniversity’s mission of contributing to the betterment of Vietnam and the

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world.

Please find more information about the college here: <https://cas.vinuni.edu.vn/>

POSITION RESPONSIBILITIES

- Assist the Dean in advancing the vision and goals of the College and ensuring alignment with the vision and mission of VinUniversity.
- Promote, encourage, and initiate interdisciplinary collaborations within the College and across the Colleges at VinUniversity.
- Oversee education frameworks in the College and make sure the education frameworks meet the evolving mission of the College, align with the College's strategic plan, and meet the needs of students and faculty.
- Support recruitment and retention of high-quality faculty and staff.
- Support the faculty to develop outstanding research portfolio and outcomes.
- Collaborate with the university's admission division to recruit, retain, and graduate high-quality students.
- Lead and ensure student success in and beyond the classroom by building high-quality educational and life-supporting programs.
- Develop and build mutually beneficial partnerships between the College and business/industry, not-for-profit organizations, and other educational institutions. Nurture industry relationships that provide student internships, graduate career opportunities, scholarships, and other fundraising prospects. Play the role of a key contact to promote/collaborate with Vingroup P&Ls and Vietnamese authorities.
- Lead and oversee efficient and effective internal operations of the College, including the planning and development of action plans and budgets.
- Ensure effective communications with VinUniversity's leaders and other departments.
- Play a key role in Research, External Engagement, and Academic matters.

KEY SELECTION CRITERIA

- Doctoral degree required, preferred from a prestige institution.
- At least three years' successful experience in progressively responsible teaching and research in Humanities, Arts and Social Sciences.
- Experience of educational, and administrative management positions in a university setting.
- Have a high spirit and strong passion for education; demonstrate distinction and/or strong potential in research; Agile to embrace changes and take on new challenges; open-minded to new and different environments; team-player willing to contribute to organizational goals and

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initiatives.

- Respect and appreciation for the core values of VinUni: EXCEL (E: Empathy, X: Exceptional Capability, C: Creativity, E: Entrepreneurial Mindset, L: Leadership Spirit).

KNOWLEDGE AND SKILLS

- Broad knowledge of the philosophy and mission of private universities.
- Knowledge of curriculum design and its application to sound academic management.
- Ability and skill in the design and application of methods for the evaluation of faculty and staff.
- Ability to effectively communicate verbally and in writing complex ideas and recommendations.
- Ability to carry out the functions of leadership along a planned program of institutional direction.
- Ability to manage a college/school academic budget; ability to establish and monitor fiscal accountability within the areas of responsibility.
- Demonstrated ability to work with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural and ethnic backgrounds.
- Possess strong professional networks.

COMPENSATIONS

The salary benefits are internationally competitive and commensurate with qualifications and experience.

LIVING AND WORKING IN HANOI, VIETNAM

- Work permit: VinUniversity will assist in and provide advice for obtaining the necessary paperwork needed for employment in Vietnam (visa, work permit, insurance, etc.). However, it is your responsibility to ensure that you can satisfy all the paper requirements in a timely manner.
- According to Vietnamese Law, expatriates are required to submit all necessary documents for a work permit on the first day in Vietnam. For more information about the necessary documents, please refer to the information in this [link](#).
- Living costs: Vietnam has a comparatively low cost of living and expatriates can live a very comfortable life here with a moderate expenditure.

We thank all applicants for their interest. Please note that *only those candidates selected for interviews will be contacted*.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Human Resources
College of Arts and Sciences
VinUniversity
Ha Noi 1000
Vietnam

Contact E-mail recruitment@vinuni.edu.vn