



## Recruiting staff for King Mongkut's University of Technology Thonburi's Engineering-Science Classroom and Office Learning Institute

We, the Department of Engineering Science Classroom, King Mongkut University of Technology Thailand Thonburi is looking for an ambitious and an exceptional individual to join our Project coordinator's division at King Mongkut University of Technology Thailand Thonburi, Bang Khun Thien campus.

### **Project / Education Coordinator 1 position**

#### **Roles and responsibilities**

1. Plan, prepare, coordinate, and manage a variety of events such as student enrollment program, plan and processing with scholarship applications and agreements, and awarding scholarships eligibility both domestic and oversea.
2. Acts as liaison with stakeholders to facilitate communications both in (1) departments within the university's various faculties and related agencies and (2) external agencies such as the Office of the Permanent Secretary for Higher Education, Science, Research and Innovation, institutions Promotion of teaching of science and technology, Office of the Basic Education Commission.
3. Maintain and obtain detailed records of student scholarship information under the management of the department of Engineering Science Classroom.
4. Adhere and monitoring to budgets.
5. Any other related duties that may be assigned from time to time.

#### **Qualifications**

1. master's degree in political science, Public Administration, Social Sciences, Administration, or related fields.
2. Excellent interpersonal, oral, and written communication skills; ability to effectively.
3. Fluent command of spoken and written English.
4. A prior experience in project management or education coordinator will be given special consideration, loves to learn, thrives to work in a team environment, works collaboratively and is creative.

### **Supporting Documents required**

1. CV attached with photo (English version)
2. Graduation academic transcripts
3. English language proficiency test results and/or other languages from various institutions (if any)

### **Selection criteria**

1. Qualified candidates meeting the above criteria through the supporting documents
2. Interviewing process

### **How to apply?**

Interested candidates can forward all their documents in PDF format via e-mail: [esc@mail.kmutt.ac.th](mailto:esc@mail.kmutt.ac.th)

Please quote the job title in the subject line “ESC Job Application” within the 15th of December 2023 for more information, please contact:

1. Mrs. Suthreerada Jiarasuksakun call 02-470-7299
2. Ms. Navagohtchamont Pattanacharoensakul call 02-470-7304