

學術交流基金會 (Fulbright Taiwan)
計畫助理 招募公告

職缺簡介：

學術交流基金會為全球 49 個執行美國國務院交流計畫的基金會之一，旨在向國際社會推廣美國高等教育。此職缺將協助學術交流基金會及美國國務院留學美國(EducationUSA)計畫，透過社群媒體及其他行銷工具協助更多臺灣學生、學者、教師、專業人員獲得赴美進修機會的資訊。

工作內容：

1. 協助學術交流基金會公關事務團隊推廣各項公關活動
2. 協助維護學術交流基金會網頁、社群媒體、廣告、印刷、公關品等製作

工作預期：

1. 協助更多臺灣學生赴美
2. 連結臺灣學生及美國高等教育

申請資格：

1. 英語中級以上 (有標準化英語測驗成績如 TOEIC, TOEFL, IELTS 為佳)
2. 有設計及經營社群媒體經驗，或具有相關教育背景者 (請提供作品集)
3. 跨部門口語及書寫溝通能力

應徵方式：

請將中英簡歷和作品集寄至 job@fse.fulbright.org.tw (請註明張先生收，郵件主旨為：應徵公關事務計畫助理)

Foundation for Scholarly Exchange (Fulbright Taiwan)

Program Assistant

Position: 1

Job Description:

The Foundation for Scholarly Exchange (Fulbright Taiwan) is one of 49 Fulbright commissions worldwide which execute U.S. Department of State programs, promoting American higher education to the international community. This position will assist implementing FSE and U.S. State Department EducationUSA programs and help more Taiwan students / scholars / teachers / professionals to seek opportunities for study in the U.S. via social media or other marketing tools.

What you will do:

1. Assist the PR Team to promote FSE's public engagement
2. Implement assigned tasks, including the website management, FB, Instagram, YouTube, advertisements, printed materials, etc.

With your work, we hope that the Foundation can:

1. Bring more Taiwan students to the U.S.
2. Bridge U.S. higher education institutions and Taiwan students

Criteria and Preference:

1. intermediate English ability (standardized test score report is preferred)
2. training and experience in social media design and maintenance is a plus (Please submit your portfolios while you apply this position)
3. oral and written skills in inter-agency communications

How to Apply:

Please email your CV and Portfolio (both in Chinese and English) to job@fse.fulbright.org.tw (Attention to Mr. Chang, with email titled: Apply PR Program Assistant)