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| Title | DEPUTY DIRECTOR | | |
| Department | Foundation for Scholarly Exchange (Fulbright Taiwan) | | |
| Supervised By | Executive Director | | |
| Staff Managed | 4 Senior Directors / US grantee support | | |
| Job Type | Regular | Current Status | Regular |
| General Summary | <p>The Deputy Director (DD) serves as the Executive Director's principal partner in advancing Fulbright Taiwan's mission and ensuring continuity of operations. The DD focuses on strategic planning, external relations, US grantee oversight, and representation of the Commission in high-level meetings. When delegated, the DD acts on behalf of the Executive Director, maintaining the Foundation's relationships with U.S. and Taiwan partners and ensuring seamless continuation of programs and institutional commitments.</p> | | |
| Essential Duties | <ul style="list-style-type: none">Represent the Executive Director in meetings, public events, and communications with AIT, the U.S. Department of State, MOE, MOFA, local governments, and partner institutions.Ensure high-level continuity of daily operations when the Executive Director is absent.Oversee US program administration at a strategic level, ensuring quality, consistency, and alignment with Fulbright standards.Support development of the annual work plan, key reports, budgets, and proposals for partner agencies and funders.Monitor trends in international education and propose new initiatives to strengthen the relevance and visibility of the Fulbright Program.Support externally funded projects by coordinating with government and private partners.Provide institutional leadership that reinforces organizational mission, long-term planning, and cross-departmental cohesion.Undertake special projects and responsibilities as assigned by the Executive Director. | | |
| Qualifications | <p>Required:</p> <ul style="list-style-type: none">Experience in international education, public diplomacy, higher education administration, or related fields.Proven ability to lead teams in a multicultural environment with consultative and collaborative leadership styles.Advanced degree in a relevant field.Native or near-native fluency in English, some fluency in Chinese.Demonstrated experience working with diverse stakeholders, including government agencies, universities, and international partners.Strong strategic thinking, communication, and program oversight abilities. | | |

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| | <p>Preferred:</p> <ul style="list-style-type: none"> • Prior engagement with the Fulbright Program. • Experience living, studying, or working abroad. • Knowledge of U.S. and Taiwan educational institutions and policies. • Experience working with government and/or higher education institutions. |
| Salary Range | <p>NT\$160,000–190,000 per month (approx. US\$58,000–70,000 annually)</p> <p>Partial housing allowance (NT\$36,000 per month)</p> <p>Education allowance (up to US\$10,000 per child per year, up to two children)</p> |
| Application | <p>To apply, email ddsubmission@fse.fulbright.org.tw on or before March 31, 2026. Your application should include a self-introduction referencing the required and preferred qualifications listed above; your cv; and e-mail contact information for three referees (you will receive prior notice if the referees are to be contacted by the selection committee). Either on-line or in-person interviews will be scheduled for the first two weeks of April, with an ideal appointment date of May 1, 2026 (start date is negotiable).</p> |