



Faculty of Business Administration Announcement
Application for Foreign Expert,
the Bachelor of Business Administration Program (International Program)

The Faculty of Business Administration has an opening for the position of Foreign Expert (Level 1) to work at the Bachelor of Business Administration Program (International Program), with the following details:

1. Salary and Number of Positions

1 position (temporary employee) with a salary of 30,000 baht per month.

2. Qualifications

- 1) Being a foreigner who are between the ages of 25 – 35 years.
- 2) Graduated either from Thailand or overseas.
- 3) Having Proficiency in English language.
- 4) Holding a Master's degree in Business Administration, Education, Arts, Economics, Information Technology, Laws, or other related fields in Social Science.
- 5) The fulfillment of responsibilities requires knowledge and competence to utilize various computer programs used in the job.
- 6) Having Valid Certificate of TOEFL (Paper-Based Total) >550 or IELTS >6.0 or TOEIC >700 or other equivalent English proficiency scores.

3. Job descriptions

- 1) On request or as assigned, provide counseling to enhance language and academic writing abilities for teaching and learning management, including creating reports for undergraduate students in the Bachelor of Business Administration program (International Program).
- 2) Preparing information about foreign agency collaboration and help for scholarships, training, or work visits, including contacting international students, exchange students, and academic aid. Translate papers and prepare correspondence for foreign publications, as well as provide instructors and students with a variety of services.

3) Preparing public relations materials in English format that adhere to grammatical norms and promoting the course through various channels both in Thailand and overseas.

4) Coordinating with internal and external departments and perform academic collaboration with the Bachelor of Business Administration Program.

5) Part time teaching in the field of business administration.

6) Other tasks upon request or as assigned.

4. Application schedule

Please submit an application form along with documents required below by walk-in at Secretariat Office, 2nd floor, Faculty of Business Administration, Kasetsart University from now to June 30, 2022 or contact Ms. Jittima Krissadanont at tel. 02 942 8777 ext. 1170

5. Documents Required

- 1) A duly filled application form
- 2) Curriculum Vitae
- 3) Educational transcripts
- 4) A copy of the passport with a visa page
- 5) 2 recommendation letters
- 6) 1-inch-size for 2 photos taken less than 6 months (neither wearing a hat nor sunglasses is permitted)
- 7) Medical certificate (valid within 1 month)

6. Application fees

Applicants are required to pay an application fee of 100 baht. The application fees will not be refunded once the list is announced as eligible to be selected.

7. Examination Process

Consider the Application documents, exam, and interview.

8. Announcement of recruitment result

The result of recruitment will be announced on the website: www.bus.ku.ac.th

Announced on 9 June 2022



(Associate Professor Dr. Sasivimol Meeampol)

Dean

Faculty of Business Administration, Kasetsart University

Application for Temporary Employer

1. Personal information

1.1 Name..... Age Years Months.....

Race Nationality..... Religion.....

Date of Birth..... Month Year

Place of birth District..... Province

1.2 Marital Status Single Married Divorced Widowed

1.3 ID Number /Passport No.

Issued at Date..... Month Year

Postcode Blood type

1.4 Current Address Moo Soi..... Road

Sub-district District Province

Postcode..... Tel. No. E-mail address

Own home Living with parent Rented house Other (please specify)

1.5 Contact Person's Name

Address Moo Soi Road

Sub-district District Province

Postcode..... Tel. No. Workplace

District Province Tel.

1.6 Highest Education Level Field of Study.....

Name of Institute Year of graduation

Special Skills

1.7 Last Position Workplace

District Province Tel.

Start date Until

I hereby certify that the above statements are true in every respect.

Applicant's signature

(.....)

Submitted on / /