



Student Affairs Director 2025 – 2027 | Application

Name: _____

Date: _____

Phone: _____

Requirements

Please check **all four** boxes below to acknowledge that you meet the minimum requirements for this position.

- ☐ I am able to serve as a Student Affairs Director for the duration of 22 months (January 1, 2026 – October 31, 2027)
- ☐ I am 18 years of age or older
- ☐ Must be able to travel to Seattle, Washington on a regular basis (e.g. for events including but not limited to clinic preparations, fundraiser events, etc.)
- ☐ Must be able to attend and travel to Vietnam in Summer 2027 for VHC's mobile health clinic

Desired:

- Was a VHC student member (between 2009 and 2023) or student officer (between 2009 and 2025)
- 2-3 years of relevant work/volunteer experience in non-profit management, leadership, or a related field
- Demonstrated ability to lead and motivate staff, volunteers and Board members
- Strong decision-making and problem-solving skills
- Ability to work effectively with the Board of Directors, providing support, guidance, and facilitate effective governance
- Public speaking and communication skills to engage with donors, partners, and community stakeholders

Responsibilities

- A. Coordinate recruitment, onboarding, and evaluation process for officers
- B. Direct and oversee student officers on all VHC-related tasks, clinic activities, and officer activities, including but not limited to:
 - a. Coordinate, manage, and oversee mobile clinic operations
 - b. Manage the procurement of supply and equipment in the US and VN
 - c. Ensure any purchasing stays within finance limitations and scope
 - d. Coordinate recruitment process for student members and volunteers
 - e. Schedule and create content for all general meetings and training sessions
- C. Liaison between Board of Directors and Student officers/members
 - a. Attend monthly Board of Directors meetings
 - b. Attend general student member meetings, as needed
 - c. Attend officer meetings, as needed

Writing Prompts

Please answer all of the questions below. Limit your responses to no more than 200 words for each question. Please send this document along with your responses and complete resume to **applications@vnhealth.org**. The application deadline is **Monday, November 24th at 11:59pm**. If you have any questions, please reach out to **applications@vnhealth.org**.

1. **Past VHC Student Members/Officers Only:** Please list all your roles and years of participation in VHC. How did these roles help you prepare for the Student Affairs Director position?

2. Briefly explain why you are interested in becoming a Student Affairs Director.

3. Discuss one item that you want Vietnam Health Clinic to accomplish during your term and how you can help to achieve it.

4. You notice that two individuals have different points of view on a project that is preventing the team from moving forward with a decision. Neither of them want to compromise on their vision. What do you do?

5. A student volunteer reaches out to you to complain about the behavior of a VHC member in a leadership role (e.g. Student Officer). What do you do?