



SWAYAM GYAN ADHYAN SANSTHA (RANGJUNG YESHE INSTITUTE)



Vacancy Announcement Rangjung Yeshe Institute

Rangjung Yeshe Institute (RYI) is an institution of higher learning in Boudhanath for those wishing to deepen their understanding of Buddhist philosophy and practice. RYI has been conducting seminars and study programs for more than 25 years. Since 2001, the Institute has worked in close partnership with Kathmandu University to manage the Kathmandu University Centre for Buddhist Studies at RYI which offers undergraduate and post-graduate degree courses in Buddhist Studies and related topics.

Position:	Summer Program Assistant
Duration:	April 1 to August 15, 2023
Duty Station:	Boudhanath, Kathmandu
Reports to:	Summer Program Manager

Position Description:

The Summer Program Assistant (SPA) supports the Summer Program Manager (SPM) in preparing and managing RYI's Summer Program. Duties include planning, providing logistical support and information, and guidance to the student body. The 2023 Summer Program will have both in-person and online participants, requiring the SPA to take on responsibilities related to both these groups. The SPA works in coordination with the Head of Student Services (HoSS), assisting Student Services with tasks related to the delivery of the Summer Program.

SCOPE OF ROLE: This is a full-time position (35 hours a week).

Reports to: Summer Program Manager (SPM)

Dimensions: Internal and External responsibilities

External:

Be the first contact for homestay families. Engage with visiting faculty and guest lecturers.

Internal: The summer Assistant has no line management responsibilities. The assistant interacts with faculty, with members of other departments, and with students with respect to her/his own responsibilities.

KEY AREAS OF ACCOUNTABILITY:

1. Identify suitable homestay families for students who have requested this option; be the students' first point of contact for all matters related to homestays; maintain a list of homestay families to be shared with Student Services;
2. Update a list of housing for summer students (e.g., apartments and rooms to sublet, guest house rooms to rent).



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3. Meet students and teachers upon their arrival at Tribhuvan International Airport, working with assistance in the event that several people arrive within the same timeframe.
4. Assist the SPM and the HoSS in the organization and implementation of orientation week activities and a closing celebration for students, teachers, and staff.
5. Participate in field trips; take photographs during these field trips.
6. Participate in IT training sessions for RYI teachers and students.
7. Help prepare students and teachers to use Microsoft Teams.
8. Assist with the daily operation of technology used for concurrent classes as necessary.
9. Organize and oversee the Summer Program guest lecture series.
10. Liaise on a daily basis with the SPM regarding any and all matters related to the Summer Program.

Other:

Perform any other tasks reasonably requested by the SPM and Language Studies Department Head.

SKILLS AND BEHAVIOURS

- Compassionate
- Diligent
- Patient and Collaborative
- Disciplined and Accountable
- Pure Perception and Integrity

QUALIFICATIONS AND EXPERIENCE

In addition to being self-motivated, responsible and organized, the SPA will have the following qualifications and proficiencies:

1. An undergraduate degree, preferably in Buddhist studies or a similar field.
2. Good knowledge of Tibetan and Nepali society and culture
3. Good command of spoken Tibetan and Nepali (both preferred, but Nepali a must)
4. Proficiency in written and spoken English
5. Good communication and diplomacy skills

Note: Nepali PAN ID required

Interested and competent applicants are requested to submit (i) **Application letter** (ii) **Recent Curriculum Vitae** to HR@ryi.org no later than **22 March 2023**.

Only shortlisted candidates will be contacted.