

Job Description – Teaching Assistant

Position Details

Position Title:	Teaching Assistant (TA)
Division/ Centre:	School of Languages & English (SLE)
Department:	SLE – New Initiatives
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	N/A
Time Fraction:	N/A

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

RMIT Teaching Assistants work closely with English Language Educators to assist with the delivery of English language classes for teens. A Teaching Assistant's role is to provide support in the smooth running of all classes assigned. Duties include: providing translation in the classroom, preparation of translated materials, connecting with parents and student, and assisting with classroom activities and management. The TA will also assist the Teens Administration Coordinator with re-enrolment and other associated duties.

Reporting Line

Reports to: Student Engagement and Marketing Manager

Indirectly reports to: Student Engagement and Marketing Manager

Direct reports: N/A

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff, is up to date.

Key Accountabilities

- Actively assist teachers with the delivery of classes within the guidelines of RMIT English Language Programs.
- Promote the use of English in the classroom by limiting non-essential Vietnamese communication.
- Provide accurate and honest translation of written and spoken information from English to Vietnamese or Vietnamese to English including assessment records, end of course reports and other communications as required.
- Liaise with or on behalf of RMIT teaching and administrative staff in regards to facilities, operations and course delivery as required.
- Represent RMIT in a highly professional manner at all times.
- Administer and collate course evaluation records from participants.
- Prepare and distribute course books, materials and merchandise.
- Deliver letters and any other formal communications between RMIT and the students and parents.
- Update students with course progress information and check students' attendance daily.
- Report students' progress - results (monthly), call parents in the case of: absentees, at risk situations and special events and occurrences; as well as support in re-enrolment tasks when requested.
- Collect feedback or questions from parents/ students and either respond or relay it to the Teens Administration Coordinator for follow up.

Key Selection Criteria

1. Professional experience in supporting English speakers' communication with Vietnamese speakers.
2. Professional experience in an Educational Institution.

3. Experience working with children or teenagers in an education setting.
4. Demonstrated ability to work independently and in a team.
5. Strong written and verbal communication skills in English and Vietnamese.
6. Having some customer service ability
7. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

Qualifications and Checks

Mandatory

IELTS 6.0 (no band less than 5.0)

Preferred

Bachelor's Degree in relevant area

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least **6.0** (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
------------------	--	------------------	--