

Job Description – Student Activities Coordinator

Position Details

Position Title:	Student Activities Coordinator
Division/ Centre:	Student Services
Department:	Student Life
Campus Location:	Based at the HCMC or Hanoi campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV06
Time Fraction:	1.0 (40 hours per week)
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 features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

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

The position is responsible for the development, advisement and coordination of programs which encourage engagement of students in university life. This includes establishing and fostering relationships between students,

Student Council and the other stakeholders internally within the University and external bodies. The position is also responsible for developing and coordinating the activities of Clubs and Societies, as well as the University's events and REC functions at RMIT Vietnam. In addition, the position will coordinate continuous improvement of Student Clubs as well as development of training programs for student club executives. This position will be required to work flexible hours to suit the operation of the University, to include evenings, weekends, and holidays.

Reporting Line

Reports to: Manager, Student Activities

Indirectly reports to:

Direct reports: 2 Student Activities Officers
Activities & Recreation Fitness Centre Officer

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

1. Coordinate with the Student Activities Manager in organising the Orientation event held for new students each semester. Coordinate with other stakeholders in the University and develop the event as student numbers justify.
2. Supervise Student Activities Officers located in the Hanoi campus, ensuring compliance and the student experience is aligned across campus locations.
3. Ensure the successful delivery of general and specific Student Life initiatives, programs and events, for positive benefits to the University, students and staff.
4. Coordinate, develop and implement continual improvement systems, including a feedback system for participants of programs and events. This includes conducting research to determine new activities and events for future planning as agreed with Student Activities Manager.
5. Represent the International Student Coordinator to transition students relocating to Vietnam and engaging in university life at RMIT Vietnam, including specifics such as accommodation and visa advice.
6. Coordinate Student Life Volunteer Group activities in the Hanoi campus.
7. Develop and improve all Recreational and Events Centre (REC) operational policies, procedures and guidelines to maximise service delivery and risk mitigation.
8. Manage the day to day operations of the REC facilities staff including supervising program trainings, and ensuring gym staff are appropriately skilled in personal training and safe use of gym equipment
9. Create initiative programs and events to raise awareness and involvement of students and staff to functions of REC and promote an Active lifestyle at Hanoi campus.
10. Conduct surveys and feedback to review quality of services and activities organised by Student Life to for continuous improvement in services and activities at Hanoi Campus. Provide insight reporting into capacity usage and programs of REC spaces at Hanoi to provide efficiency and effectiveness in alignment with customers' needs and department objectives.
11. Provide input into budget planning activities for Hanoi Student Life
12. Ensure compliance with RMIT Vietnam's policies, procedures, guidelines in respect to health and safety, event organising, and use of RMIT Vietnam name and logo.
13. Coordinate student events and activities organised by the Student Life department in Hanoi.
14. Any other duties that may be required by the Student Activities Manager.

Key Selection Criteria

1. Demonstrated ability in effective time management skills and follow through on project based initiatives.
2. Demonstrated effective communication skills within the department and externally with official, contractors and vendors.
3. Strong management skills with the proven ability to lead, guide and motivate teams.
4. Ability to manage revenue and expenditure budgets.
5. Demonstrated awareness of current issues concerned with transition to university, student engagement, and the first year experience. Experience in a role dealing with these issues is preferred.
6. Demonstrated high level communication skills, written and spoken. Well-developed interpersonal skills, including negotiation, liaison, and cross cultural communication.

7. Attention to detail, accuracy, and security when managing information.
8. Demonstrated high level of experience working independently or within a team.
9. Demonstrated superior knowledge and experience in using computer software such as word processors, spread sheets, presentation software, database systems, and web content management systems.
10. Demonstrated commitment to continuous improvement and customer service.
11. 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

- A relevant Bachelor's Degree in an Events or Project Management related field (or equivalent).

Preferred

- Proven experience in planning, programming and implementation of programs/events especially for students.
- University study undertaken at an offshore university

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 **6.5** (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.

<p>Prepared: Signature: Name: Le Lam Viet Trang Title: Student Activities Manager Date: 22 Aug 2017</p>	<p>Endorsed: Signature: Name: Melissa Delaney Title: Senior Manager, Student Life Date:</p>	<p>Approved: Signature: Name: Steve Paris Title: Executive Director, Students Date:</p>
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