

## Job Description – Educator

### Position Details

---

<b>Position Title:</b>	Educator
<b>Division:</b>	School of English & University Pathways
<b>Department:</b>	English for University and New Initiatives Programs
<b>Campus Location:</b>	Based in Ho Chi Minh or Hanoi or Da Nang Campus but may be required to work at other campuses of RMIT Vietnam
<b>Job Grade / Classification:</b>	Educator
<b>Time Fraction:</b>	Hourly Rate

### 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](http://www.rmit.edu.au)

### RMIT Vietnam

---

RMIT International 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 assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. 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. RMIT Vietnam is an English speaking university and all teaching is in English.

## Position Summary

---

An Educator is responsible for teaching any of the programs offered by RMIT in the discipline for which they are hired. This can include teaching short courses, pathway programs or degree programs. The role encompasses all aspects of teaching including preparation, classroom delivery, feedback, and monitoring. The Educator will also report student progress through a variety of methods including formal assessment.

An Educator is also responsible for delivering support by way of preparation, marking or course related administration for each hour of lesson delivery, attend meetings associated with teaching duties.

## Reporting Lines

---

Reports to: The relevant Head of Department

Direct reports: none

## Key Accountabilities

---

- Teach to a high standard on any of the English courses or programs offered by SEUP as timetabled. This includes:
  - Applying current TESOL theories and methodologies to plan and deliver lessons.
  - Monitoring individual progress and providing student support both in and out of the classroom and online.
  - Conducting and marking assessment activities using both paper-based and online mechanisms for feedback.
  - Gathering and using student feedback to inform teaching practice.
  - Completing course administration accurately and on time, adhering to set guidelines and procedures.
  - Attending team meetings.
- Actively engage in the use and implementation of appropriate educational technologies including communication systems such as email, learning management systems, and planning tools such as PowerPoint and teaching applications to improve student learning and teaching practice.
- Commit to a scholarly and reflective approach to learning and teaching as evidenced through classroom observations, peer collaboration and support, and appropriate professional learning activities.
- Participate in School-wide and student engagement activities as requested.
- Educators may be invited to take on academic leadership roles within SEUP or at any of its locations of delivery.

## Key Selection Criteria

---

- A Bachelor's degree. A relevant Master's degree is desirable.
- A recognised international qualification in teaching English as a foreign/second/further language (such as CELTA or equivalent course).
- A minimum 3 years' verifiable post CELTA or equivalent English teaching experience.
- Demonstrated ability to teach on academic preparation, test preparation, adults/teens English, business English or any other related English teaching program using current TESOL methodologies and educational technologies.
- Ability to work effectively, and to relate sensitively, with students.
- Ability to work autonomously whilst demonstrating a strong commitment to effectively work with colleagues and project team leaders.
- Demonstrated ability to meet deadlines, effectively manage varying workloads including giving feedback on students' work, and respond to changing priorities as required.
- Ability to display appropriate behaviours in line with RMIT Values: Passion, Courage, Agility, Inclusion, Imagination, Impact.
- Non-Vietnamese candidates must meet the requirements of the Vietnamese Work Permit process, outlined here.

## Preferred

- Experience in IELTS teaching and examining, placement testing, curriculum development, digital resources, online education development, student support, and delivery of professional development is desirable

## English Proficiency

---

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (Academic) with a score of at least 8.5 (with no band less than 8.0) (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.

## 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, are up to date.

## 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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
------------------	--	------------------	--