

## Job Description – Equitable Learning Services Advisor

### Position Details

<b>Position Title:</b>	Equitable Learning Services Advisor (ELS)
<b>Division/ Centre:</b>	Student Services
<b>Department:</b>	Wellbeing
<b>Location:</b>	Based at the Hanoi campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.

**Job Grade/ Classification: PS7**

**Time Fraction:** Full-time

### 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 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.

## Position Summary

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The Equitable Learning Service (ELS) Advisor will provide effective assessment and learning support services at both the Hanoi and Saigon South sites to enable students with disabilities, long term medical conditions and/or mental health conditions, to successfully, access their study program. The ELS Advisor will organise services to enable enrolled students to participate as fully and as independently as possible in their learning and university life.

## Reporting Line

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Reports to: Manager ELS

Indirectly reports to: Senior Manager Wellbeing

## Key Accountabilities

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- Assess the educational impact of students presenting with a disability and evaluate supporting evidence provided.
- Define Reasonable Accommodations to encourage independent learning and to meet legislative responsibilities and make appropriate recommendations to relevant staff of Reasonable Accommodations, in consideration of best practices as defined in disability support and relevant legislative requirements.
- Maintain current knowledge of Vietnamese and international disability support frameworks, legislation, issues, networks and trends, and undertake research and training as appropriate.
- Create and distribute informational and teaching materials to support teaching across RMIT campuses and to foster the development of awareness and support for students registered with ELS across RMIT Vietnam Hanoi and Saigon South.
- In liaison with manager, negotiate the provision of services to students registered with the ELS via internal departments at RMIT Vietnam/Asia and Equitable Learning Services at RMIT Melbourne, and external agencies as required.
- Consult and form partnerships with all RMIT staff to ensure an effective teaching practice and inclusive learning environment is created.
- Build confidence in academic staff in teaching students with disabilities to meet RMIT's responsibility to students registered with the ELS.
- Create, develop and deliver ELS specific professional workshops for students and staff across RMIT Vietnam. Adapt and contextualize workshops and materials where appropriate.
- Actively engage with the teaching and learning community within RMIT Vietnam and beyond. Engagement will include contribution to online and social media content produced or commissioned by Wellbeing, as well as raising awareness of ELS related issues within the university and within the National context.
- Participate in special events such as those for prospective or current students, and relevant internal and external conferences and symposiums. Support and engage with relevant scholarship applicants and sponsoring organisations.
- Other relevant duties as delegated by the Manager ELS/Senior Manager Wellbeing

**Key Selection Criteria**

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1. Degree in education, human services or other relevant health studies
2. Minimum of 3 years' experience in an education support or related field
3. Experience working in a tertiary education or similar environment.
4. Previous experience supporting students with a wide range of conditions (medical, mental health, Sp LD's, sensory impairments) as well as assessing the educational impact of their condition and evaluating supporting evidence.
5. Ability to develop an understanding of commitment to the RMIT Accessibility Action Plan.
6. Experience working with academic and professional staff to negotiate changes to learning and assessments in line with the RMIT Accessibility Action Plan
7. Thorough understanding of the educational impacts across a broad range of disabilities in a transnational university setting with an international student and staff population.
8. Demonstrated capacity to assess educational needs, legislative requirements and educational practices.
9. Demonstrated capacity to foster independence, appropriate risk taking and learning skills amongst adult students.
10. Well-developed interpersonal communication skills, including cross cultural communication
11. Excellent experience in using computer software such as Microsoft Word, Excel and Power Point.
12. Strong organizational and planning skills with the ability to set priorities and to work effectively to meet a variety of deadlines.
13. Ability to work independently and provide valuable contribution to a team environment.
14. Skilled in the use of technology as a teaching and learning tool, including knowledge of Braille, and screen reading software
15. Ability to display appropriate behaviors in line with the position, as per the RMIT Behavioral Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility)

**English Proficiency**

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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 Guidelines).

**Organizational Accountabilities**

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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**

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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: Peter J. Coloe Title: DVC Global, RMIT & Chairman RMIT Vietnam Date: 02/06/2021
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