

Job Description – Student Wellbeing and Academic Integration Advisor

Position Details

Position Title:	Student Wellbeing and Academic Integration Advisor
Division/ Centre:	Vice President Academics
Department:	Wellbeing and Counselling Services
Campus Location:	Based at HCM 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 (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 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.

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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

University students across the world are at higher risk of developing a mental health issue, when compared with the wider population. For Vietnam, the statistics are believed to be under-reported. While supporting students with a known visible disability has been well-established in the Inclusion Agenda across universities, the understanding and equitable responses to students with common mental health issues such as depression, anxiety and stress, has received less attention. Common student presentations to the Wellbeing Service include difficulties in managing:

- Academic expectations
- Undiagnosed or previously unsupported individual learning needs
- Generational and familial, traditional and cultural expectations
- Common mental health problems and diagnosed mental illnesses, with and without co-occurring learning difficulties
- Ad hoc personal crises

In consideration of the stigma that continues to surround mental illness, together with the co-occurrence of common mental issues with some more researched learning conditions, such as ADD and ADHD, there remains a reluctance to seek support from mental health professionals as well as informal support systems. Within the university environment, it is equally important to consider the reluctance of these individuals to seek support from academics and schools.

The Student Wellbeing and Academic Integration Advisor will be assigned to individual schools to ensure that inclusive practices are incorporated into the student's academic journey, while considering the various underlying issues which can negatively impact academic progress. A collaborative approach with key academic and professional staff within the Academic Portfolio will ensure a positive and inclusive response to prevent students progressing towards being academically at risk.

Reporting Line

Reports to: Senior Manager, Wellbeing and Counselling

Key Accountabilities

- Work collaboratively with academic, teaching and professional staff to ensure the provision of a holistic support service without undermining academic integrity.
- Develop a collaborative relationship between schools and support services.
- Develop and implement strategies in collaboration with students, schools and professional support services to ensure academic progress for students with underlying mental health issues.
- Liaise with key personnel in ELS and within schools to assist and advise on how best to implement assessment adjustments.
- Collaborate with schools to assist with facilitating the academic adjustment of students and assist students to negotiate RMIT Vietnam's policies and procedures.
- Identify and support "at-risk" students and students with learning difficulties through developing, implementing and monitoring supportive learning programs in collaboration with relevant RMIT staff, and seek further advice from ELS or Counselling staff as appropriate.
- Work in close collaboration with professional colleagues, academic and teaching staff to coordinate and support Individual/Equitable Learning Plans.
- Participate in professional supervision and professional development including regular supervision and case management discussions with the Senior Manager Wellbeing.
- Maintain accurate records and database.
- Produce detailed reports of the effectiveness of the service.
- Assist in continuous improvement of the service, ensuring adherence to quality assurance processes and client outcome research, relevant policy review and development.
- Promote the service through the facilitation of information sessions, workshops and other activities.
- Undertake any other duties that may be required as directed by the Senior Manager.

Key Selection Criteria

1. A Bachelor degree in Education and/or Social Work is required. A Master degree in relevant discipline is desirable.

2. Ability to deal with specific concerns of various groups of students, such as ESL and international students, students with mental health issues, including diagnosed mental illnesses, students with disabilities, and students from rural or remote areas.
3. Demonstrated ability to develop a deep understanding of university programs and course curriculum
4. Demonstrated experience working in an education environment.
5. Excellent interpersonal and cross-cultural skills.
6. Demonstrated capacity to develop, implement, manage and evaluate projects and programs, including student and staff group programs relating to psychological issues and learning needs.
7. Demonstrated ability to communicate with people at all levels and areas of the University, including students, academic staff, and management, as well as people in the wider community including, family members, psychiatrists, doctors, specialists.
8. Excellent communication, liaison and presentation skills including verbal and written skills in English.
9. Demonstrated ability to work independently and flexibly, cooperatively and productively in a diverse team environment.
10. Acute attention to detail, accuracy, and confidentiality when managing information.
11. Computer Skills (e.g. Microsoft Word, Excel, Outlook, and Power Point, SPSS).
12. 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).

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.

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.

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