



HOURLY RATE EDUCATOR POSITIONS

SCHOOL OF LANGUAGES AND ENGLISH – HO CHI MINH CITY CAMPUS RMIT VIETNAM

ABOUT US	2
RMIT UNIVERSITY	2
RMIT VIETNAM	2
SCHOOL OF LANGUAGES AND ENGLISH	2
HOURLY RATE EDUCATOR	3
POSITION SUMMARY	3
REQUIREMENTS	3
WORKING AT RMIT VIETNAM	4
SALARY SCALE	4
OTHER BENEFITS	4
WORK PERMIT DOCUMENTS	4
LIVING AND WORKING IN VIETNAM	4
FREQUENTLY ASKED QUESTIONS	5
TERMS AND CONDITIONS	5
BENEFITS	6
SUPPORT WITH VISAS AND WORK PERMITS	6
CAREER DEVELOPMENT AND SUPPORT	7
TERMINATION AND NOTICE	7
HOW TO APPLY	7

ABOUT US

RMIT UNIVERSITY

RMIT is a global University, which since 1887 has aimed to develop "a skilled hand and cultivated mind" in its students. RMIT enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry.

RMIT VIETNAM

RMIT Vietnam, an entity of RMIT University, has campuses in Ho Chi Minh City and Hanoi. We provide internationally recognised, high-quality, education and professional training for students, clients and the community, and assist in the development of human resources capability in Vietnam and the region by hosting students from Australia and many other countries. RMIT Vietnam's focus is around three main goals; growth in student numbers, quality of programs, staffing and infrastructure, and differentiation in the way that it teaches digital engagement, fostering industry relationships and providing international opportunities.

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 (TEQSA). RMIT Vietnam is an English speaking university.

SCHOOL OF LANGUAGES AND ENGLISH

Our School of Languages and English [SLE] offers English programs to support a range of purposes. The programs are designed to support students' English language development, at any level including English for high school students, English for University entry, IELTS preparation and English for career development. All of our programs are supported by highly professional native English speaking teachers and supporting coordinators and Academic English Managers.

Learning English at RMIT Vietnam is highly student-centred. Students gain support through interactive, communicative teaching methods to ensure they develop confidence using the language and increase their overall language skills.

RMIT SLE is a NEAS endorsed English language centre and as such adheres to the highest possible standards in terms of quality teaching and a robust and comprehensive learning and teaching environment.

<http://www.neas.org.au/>

HOURLY RATE EDUCATOR

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.

ROLE DESCRIPTION

- Effectively teach in required discipline field including assisting in materials design; conducting assessment; course evaluation activities; gathering and using student feedback to inform improvement of teaching effectiveness.
- Engage in a scholarly and reflective approach to teaching as evidenced through classroom observations, peer mentoring and appropriate professional learning.
- Participate in SLE wide activities as requested and undertake a range of administration activities related to the position.
- Actively engage in the use and implementation of appropriate educational technologies to improve student learning and teaching practice.
- Provide a range of student support for English language learning as directed including on line and one to one assistance.
- Educators may be invited to take on academic leadership roles within SLE or at any of its locations of delivery. Educators are also responsible for supporting duties including; preparation, marking or course related administration along with meetings associated with teaching duties.



REQUIREMENTS

- A Bachelor's Degree. *A 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 English teaching experience, experience in IELTS teaching and testing, placement testing, curriculum development, digital resources, online education development, student support, delivery of professional development
- Demonstrated ability of teaching pathway programs, diploma programs and/or degree programs in the relevant field/s including online delivery, and the ability to produce high quality curriculum materials.
- Ability to work effectively, and to relate sensitively, with students,
- Ability to work autonomously whilst demonstrating a strong commitment to work effectively work with colleagues and project team leaders.
- Demonstrated ability to meet deadlines, effectively manage varying workloads and respond to changing priorities as required.
- Non-Vietnamese candidates must meet the requirements of the Vietnamese Work Permit process, outlined [here](#).

WORKING AT RMIT VIETNAM

SALARY SCALE

Our remuneration levels are as follows:

Band Levels	Hourly rate (gross)
Level 1.1	\$US 28.00
Level 1.2	\$US 31.00
Level 1.3	\$US 33.50
Level 1.4	\$US 36.00

Your level of remuneration will depend upon your qualifications, skills and experience.

OTHER BENEFITS

- An international health insurance package for employees
- Personal Accident Insurance coverage
- Support with Visa, Work Permit, and Residence Card processes (and reimbursement for reasonable costs)
- Free access to on-site medical centre [Out patient access]
- Free access to on-site gym and recreational facilities.
- Excellent academic guidance and supportive team structures
- World class teaching facilities and resources
- Professional development and mentoring from the Senior Educators
- Opportunities to progress to a full-time educator or senior educator position (full-time educators in the SLE are recruited internally from the hourly paid staff pool).

WORK PERMIT DOCUMENTS

It is important that all non-Vietnamese applicants are aware of the [strict immigration requirements](#) for working in Vietnam. RMIT Vietnam will support preferred candidates to obtain a valid Work Permit. Please read this information relating to current requirements, prior to submitting an application. These requirements are subject to change. RMIT Vietnam reserves the right to rescind a job offer if the preferred candidate does not provide the required documents to obtain a Work Permit within a reasonable timeframe.



LIVING AND WORKING IN VIETNAM

Moving to a foreign country can be exciting but nerve-wracking, fun but daunting. We aim to make your transition to Vietnam as comfortable as possible. It helps if you have an idea of what your new experience will be like. If you are thinking of moving to Vietnam, there is a lot of useful information on [our website](#), including a useful 'Living in Vietnam' e-book. For other information about working at RMIT Vietnam, please see [here](#).



FREQUENTLY ASKED QUESTIONS

For general information on working at RMIT Vietnam, please see here: <https://www.rmit.edu.vn/staff>

TERMS AND CONDITIONS

What are the hours?	<p>The operating hours of the School of Languages and English are:</p> <ul style="list-style-type: none">• Monday to Friday, from 7am to 9pm• Saturday and Sunday, from 7am to 5pm <p>You are required to work within the SLE's Working Hours as per your working schedule which is notified to you either in writing or by email at least three days in advance and is normally set in place for between 10-12 weeks..</p> <p>Your working hours shall not exceed 40 hours per week.</p>
How many hours work will I have?	<p>Hours are dependent on student enrolments, and can vary from 0 to 28 actual teaching hours per week and could be a weekday or weekend schedule, and normally never more than 5 days with a 2 day weekend.</p> <p>Classes take place in the morning (8am to 12.30pm), afternoon (1pm to 5.30pm) or evening (6pm to 9pm).</p> <p>The SLE will endeavor to offer hourly staff as many hours as possible, based on student enrolments and your availability. Peak enrollment season runs from June to December with lower enrollment numbers from January until the end of May.</p>
When will I find out how many hours work I will have?	<p>The School of Languages and English runs terms on a 10-week cycle, and timetables and course allocations will be confirmed 3 days before the term with teachers notified, where possible, well before term commencement date.</p>
What is included in my hourly rate?	<p>The hourly rate is inclusive of personal income tax, severance payment, health insurance and all other compulsory contributions by both employer and employee as required by the Laws of Vietnam.</p>
How am I paid for my time?	<p>The hourly rate you receive is based on an "actual teaching hour". This includes one hour of in-class lesson delivery.</p> <p>In addition to your in-class time, you are expected to carry out lesson preparation; assessment, feedback, support for student's work, collaboration/hand-over with co-teachers and associated administrative duties. Administrative duties include meetings such as regular course and team meetings, observation follow-up and work plan meetings.</p>
How am I paid for meetings or training?	<p>For compulsory department or centre-wide meetings, assessment, induction, or compliance training beyond the scope of regular course and team meetings, you will be paid at 50% of your hourly teaching rate.</p>
How and where to I record my hours?	<p>You will review and sign a timesheet on a monthly basis. More information on timesheets will be covered at your induction.</p>
How am I paid?	<p>Your pay will be processed monthly (on the 25th of the month).</p> <p>Your net salary will be paid to you in Vietnam, as a combination of Vietnam Dong and US dollars, as per Vietnamese law.</p> <p>The Vietnam Dong portion has been set at the rate of 20% of your net monthly salary, converted from USD to VND at the prevailing exchange rate used for payroll Personal Income Tax (PIT) calculations for that month's payroll. The amount of VND is capped at the equivalent of USD1,000 per month. The remaining portion of net salary will be paid to you in US dollars.</p>

	<i>This means that you will require both a VND and a USD bank account, and RMIT Vietnam can help you with this if required. (You must be located in Vietnam to open a bank account, this cannot be done from overseas).</i>
Is there paid sick leave?	No, not on an hourly contract.
Is there paid annual leave?	No, not on an hourly contract.
Can I take leave? How?	<p>Yes - you can take unpaid leave.</p> <p>Leave requests must follow the SLE leave request guidelines and can only be requested for periods outside of the teacher's currently assigned term. This means that once you have accepted a full term teaching assignment you are committed to completing the full term / semester before taking any leave.</p> <p>Exceptions may be made with full approval of the SLE executive committee.</p>

BENEFITS

What is my Health Insurance policy?	You are eligible to enrol in the relevant group medical insurance schemes available for employees who are employed on hourly rate contract, currently PTI.
Personal Accident Insurance	<p>RMIT University Vietnam has arranged Personal Accident insurance for all employees. The policy provides for compensation for medical expenses, temporary total disablement, permanent loss or disablement, and death as a result of injuries sustained whilst employed with RMIT University Vietnam.</p> <p>The benefit also includes payment of salary if a staff member is unable to work as a result of injury. The acceptance of any claim rests with the insurer.</p>
What other benefits are there?	You can access all RMIT facilities such as the library, gym and on-site medical services. You can read more, here: https://www.rmit.edu.vn/staff

SUPPORT WITH VISAS AND WORK PERMITS

Will you pay for my Visa?	<p>We will assist you to obtain a Business Visa and pay the relevant fees. We will not pay to extend your Tourist (or other) type of Visa. We will not pay for any Visas arranged through an agent or agency, without our advice/approval.</p> <p>You are responsible for maintaining a valid visa at all times.</p>
What if I need to do a 'Visa run'?	<p>If you are already located in Vietnam and are required by the Vietnamese Government to exit and then re-enter the country to obtain a valid Business/Working Visa sponsored by RMIT University Vietnam, you will receive a partial reimbursement towards transportation fares.</p> <p>This will be arranged in consultation with you - please do not go through an agency.</p>
What Work Permit support is provided?	<p>We will obtain Work Permits for all foreign employees. You are required to provide all necessary documents to enable the application for a Work Permit before the commencement of employment and upon contract renewal.</p> <p>Work Permit documentation differs from person to person, and we will provide you with specific advice relevant to your case. For general requirements, please see here: https://www.rmit.edu.vn/vietnamese-government-requirements</p> <p>Relevant fees like authentication, Work Permit health check, criminal check and courier charges will be covered by RMIT University Vietnam upon the presentation of relevant receipts.</p>

Will you help me get a Temporary Residence card?	Yes - if your employment contract is for more than 1 year, we can help you gain a Temporary Residence card.
Will you pay to relocate me to Vietnam?	No, we do not provide relocation assistance for hourly rate employees.

CAREER DEVELOPMENT AND SUPPORT

Is there any financial support for professional development?	All SLE staff who have completed probation and have worked a 0.75FTE load for the last 20 weeks are eligible to apply for professional learning grants (0.75FTE equates to 15 hours teaching a week). These grants will be targeted to announced learning opportunities which support the SLE's Strategic Goals.
Can I move to a salaried position?	<p>Yes.</p> <p>The School of Languages and English aims to have 40% of employees on hourly rate contracts, and 60% on salaried [full time] contracts. Twice a year (in October and April), the ratio of hourly rate to salaried employees will be reviewed.</p> <p>Salaried employment will be offered to hourly rate employees based on the following criteria:</p> <ol style="list-style-type: none"> 1. Whether salaried roles are available 2. Whether the workplan activities and expectations have been met by the hourly rate employee 3. Whether the hourly rate employee is interested in becoming salaried 4. In order of employment date (ie. first come, first served) <ul style="list-style-type: none"> ○ If 2 or more hourly rate employees commenced on the same day, expressions of interest will be called for, and a selection process held
Can I be promoted to Senior Educator?	<p>Yes.</p> <p>Senior Educators are appointed based on a promotion process, held twice a year (in October and April). The School of Languages and English aims to have 40% of employees appointed as Senior Educators, and 60% appointed as Educators.</p> <p>If, at October and April, there are vacancies for Senior Educator positions, the positions will be advertised and all SLE staff who meet the minimum requirements will be eligible to apply regardless of their length of service at RMIT or whether they are hourly paid, part time or salaried.</p>

TERMINATION AND NOTICE

What is the notice period?	30 days
If I change from an hourly paid to a salaried contract, how will my severance pay be calculated?	If an hourly paid teacher is offered a salaried position, the severance payment will be calculated on the time s/he worked in the salaried position only. For the time s/he worked as an hourly rate educator, the severance payment is already included in the hourly rate.

HOW TO APPLY

Your application must include:

1. A Curriculum Vitae, outlining:
 - Positions held, including dates and details of present position and key achievements

- Education, professional training and qualifications
 - Any other relevant information
2. A Cover Letter (no more than 2 A4 pages), outlining:
 - Your motivation for applying to RMIT Vietnam
 - Your availability to commence in Vietnam
 3. A scan of your qualification(s) relevant to the role
 - Relevant qualification as per the job requirements
 - CELTA/DELTA/TESOL qualification(s)
 4. A scan or photo of the photo page or your current passport

Please direct any questions to: **Matthew Le** - *Recruitment Advisor*, hoang.lehuy@rmit.edu.vn, using the subject "SLE Recruitment"