

Job Description – Manager, International Recruitment

Position Details

Position Title:	Manager, International Recruitment
Division/ Centre:	Engagement
Department:	International
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV7
Time Fraction:	Full-time 1.0

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.

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

The Manager, International Recruitment manages international student recruitment activities at RMIT Vietnam. The position has specific accountabilities to achieve set enrolment targets for international students, and manage end-to-end activities relating to international student recruitment, including students based abroad or in Vietnam.

The Manager, International Recruitment oversees all recruitment activities for non-Vietnamese fee-paying students. This includes managing relationships with agent network, key partner institutions and direct recruitment campaigns in key markets. The position works closely with counterparts at RMIT Melbourne and Europe in key markets.

The incumbent will be expected to work with Director, International to identify international recruitment opportunities and formulate strategies to effectively exploit these. The Manager, International Recruitment will be expected to represent the university internationally, including leading delegations with senior university executives.

The Manager, International Recruitment provides day-to-day leadership of RMIT Vietnam's international recruitment team, and is responsible for effective workload planning.

Reporting Line

Reports to: Director, International

Direct reports: 2

Key Accountabilities

1. Manage the development, execution and continuous improvement of international recruitment activities to meet set enrolment targets.
2. Assume responsibility for team performance, including setting and reviewing of work plans in alignment with strategic priorities
3. Develop and strengthen relationships with global education network, including implementing and monitoring programs to improve application and conversion rates.
4. Ensure agents understand the RMIT Vietnam brand proposition and accurately represent this to prospective students.
5. Proactively identify and implement new pathways or recruitment pipelines in order to grow the partner and agent network
6. Manage RMIT Vietnam participation in international student recruitment events in Vietnam and internationally, representing the University and coordinating high level delegations as and when required.
7. Ensure RMIT Vietnam recruitment activities are aligned with RMIT University's global recruitment activities, proactively seeking out synergies and improvements across the University's global footprint.
8. Ensure that the systems and processes used to support a quality experience for international fee-paying students are documented and reflect high standards of customer care at all stages.
9. Provide reports based on application and enrolment data for full degree and study abroad programs programs, student feedback, and market trends to the Director, International.

Key Selection Criteria

1. Bachelor's degree in a relevant discipline and a minimum of five years' demonstrated experience in a similar international marketing position, preferably within the education sector.
2. Excellent interpersonal skills, including negotiation, liaison, and cross-cultural communication specifically in relation to customer relationship and sales functions
3. High level communication skills, written and spoken (Vietnamese and English)

4. Experience managing high performing teams
5. Ability to simultaneously manage multiple projects with competing deadlines
6. Proven ability to ability to create accurate and accessible market analysis reports
7. Well-developed organisational and management skills, including time management and ability to prioritise and manage a range of tasks proactively
8. Experience in managing and reporting on budgets
9. Experience in working with and supporting high-level executives to achieve set outcomes
10. Experience working with education agents and/or third-party education providers is desirable.
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).

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.

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 BULATS minimum score of 75.

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