Educator Positions

School of English & University Pathways (SEUP)
RMIT Vietnam

Hourly paid positions
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**About us**

**About RMIT University**

RMIT is a global university of technology, design and enterprise. One of Australia’s original tertiary institutions, RMIT University enjoys an international reputation for excellence in professional and vocational education, applied research, and engagement with the needs of industry and the community.

**RMIT University Vietnam**

RMIT University Vietnam brings a world-class education and globalised study environment to the heart of Asia. We are part of the Melbourne-based RMIT University’s biggest tertiary institution. RMIT University Vietnam offers programs in business, technology, communication, design and fashion, and boasts an impressive range of extra-curricular activities that encourage students to break new ground in their areas of interest.

RMIT University Vietnam has campuses in Ho Chi Minh City, Hanoi and Danang. 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.

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 University Vietnam is an English speaking university.

**School of English & University Pathways**

The School of English & University Pathways (SEUP) offers a range of English language program designed to support students’ English language development, at any level including English for University, UniStart, English for Teens, IELTS Preparation and English for Specific Purposes. All of our programs are supported by highly professional, well qualified and experienced teachers, supporting Coordinators, and Academic English Managers.

Learning English at RMIT University 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 SEUP 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. For more information, please visit neas.org.au
An Educator is responsible for teaching in any of the programs offered by the School of English & University Pathways. This can include teaching English for University courses, UniStart courses, IELTS Preparation classes, Teen Explorers classes, Corporate or English for Specific Purposes courses. The operating hours of the SEUP are:

- Monday to Friday, from 7am to 9pm
- Saturday and Sunday, from 7am to 5pm
- Note: Evening and weekend hours may vary by location

The role encompasses all aspects of teaching, including preparation, classroom delivery, feedback, and monitoring. An Educator is also responsible for delivering support by way of marking, course related administration and attendance at meetings. The Educator will report student progress through a variety of methods including formal assessment.
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 engaging in the use and implementation of appropriate educational technologies including communication systems such as email, learning management systems, and planning tools such as using PowerPoint and teaching applications to improve student learning and teaching practice.
- Committing to a scholarly and reflective approach to learning and teaching as evidenced through classroom observations, peer collaboration and support, and appropriate professional learning activities.
- Participating 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’ relevant, verifiable 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.
Working At RMIT University Vietnam

**Salary scale**

Our remuneration levels are as follows. Your level of remuneration will depend upon your qualifications, skills and experience.

<table>
<thead>
<tr>
<th>Band Levels</th>
<th>Hourly rate (gross)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1.1</td>
<td>$29.95 USD</td>
</tr>
<tr>
<td>Level 1.2</td>
<td>$33.62 USD</td>
</tr>
<tr>
<td>Level 1.3</td>
<td>$36.25 USD</td>
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<tr>
<td>Level 1.4</td>
<td>$38.88 USD</td>
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</tbody>
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**Other benefits**

Competitive hourly rates ranging from $29.95 – $38.88 USD (gross) per teaching hour (based on qualifications and experience).

- Ongoing professional development and mentoring through in-house workshops, training and education opportunities in support of SEUP strategic goals.
- World class teaching facilities and resources.
- Regular opportunities to progress from hourly rate to full time member of staff.
- Free access to on-site international medical centre and private health insurance.
- **Saigon**: On-site gym and recreational facilities, including tennis courts and sports fields.
- **Hanoi**: On-site gym.
- Regular SEUP sporting and social events including family day.
- On-site world class library and free access to RMIT Melbourne online library.
- Ideal location with an abundance of accommodation, shops, restaurants, cafes and supermarkets in close proximity to campus.
- Support and guidance with Visa, Work Permit, and Residence Card processes (and reimbursement for reasonable costs).
With its fascinating culture, delicious cuisine, friendly locals, strong expat community, very favorable income to cost of living ratio and close proximity to a wide variety of weekend get away and holiday options, Vietnam offers an outstanding quality of life.

Working in the SEUP, you will have an opportunity to give back to the community by providing English training for local RMIT staff, teacher training for local teachers or support to a number of local charities.

We aim to make your transition to Vietnam as comfortable as possible. To help you ease into your new environment, the SEUP offers face to face Vietnamese language training for interested staff. You will also find a lot of useful information on our website, including a useful ‘Living in Vietnam’ e-book. For additional information and practical support for those interested in joining RMIT Vietnam, please click here.
It is important that all non-Vietnamese applicants are aware of the strict immigration requirements for working in Vietnam. RMIT University 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 University 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**
Saigon, or Ho Chi Minh City (HCMC) as it is known, is Vietnam’s largest city with a population of around 10 million. Saigon is at the heart of the Mekong Delta and as such is the starting point for many tourists as they traverse the country seeking adventure. With two seasons, the dry and the wet, often referred to as the very hot and extremely hot, this southern Vietnam hub is an ideal place to enjoy the delights of Vietnamese culture with all the cultural elements represented within a small radius.

The RMIT Campus in HCMC is located in District 7 which is around 30 minutes from the city centre in what is a more suburban and less populated part of the bustling city.

The Saigon South campus is RMIT’s largest campus in Vietnam with around 3,500 students studying higher education and around 1,500 studying on English pathways. Teachers have a range of schedules teaching both on weekdays and/or weekends and some evenings.

The English teaching population on campus is around 100 teachers and as such social opportunities abound with many teachers living in close proximity to the campus in an area that combines both aspects of authentic Vietnamese living with a slightly western touch.

Keeping busy in the city is easy with a range of options including sports and recreation with many sports clubs and gyms, language classes, a diversity of dining options and opportunities to join in community work and experience wonderful Vietnamese hospitality. Local travel options include beaches, like Vung Tau and Mui Ne, and the Mekong Delta only a few hours away.
Hanoi, with its 1,000-year history, is one of the most ancient capitals in the world with well-preserved colonial buildings, ancient pagodas, and unique museums within the city centre, and lakes and tree-lined streets throughout the city. A great place to explore on foot, this French-colonial city is also known for its varied and delicious cuisine - both Vietnamese and international, vibrant nightlife, and handicrafts.

The Hanoi City campus of RMIT is located in a vibrant part of the city where a lot of Japanese expatriates work and live. As such, there is no shortage of great restaurants and cafes, including some great lakeside ones just outside of the RMIT building next to Ngoc Khanh lake with gorgeous lake views. Traveling from RMIT to the Old Quarter only takes around 20 minutes, and going from West Lake (where a lot of expatriates choose to reside) to RMIT also takes around 20 minutes.

The Hanoi English teaching team is a tight-knit, collegial group of around 15 teachers and professional staff, all working in the same space which fosters informal chats and idea sharing among peers. The team of Higher Education lecturers are just around the corner and there is a shared breakout space which makes having a cup of coffee and a stimulating chat very easy. There is also a large staff room with a great lake view where staff can take a break, eat lunch, or brew a cup of tea or coffee. There is a gym facility on campus and several sports clubs and gyms in close proximity to RMIT.

Hanoi offers lots of opportunities to enjoy culinary treats, cultural and historic gems, community work, and authentic Vietnamese experiences in a city that is bustling and growing but one that has kept its charm. Nearby travel options include Halong Bay, Sapa, Ninh Binh, and breathtaking motorbike or cycling trips in the northwest and northeast mountains, all only a few hours away. Travelling to nearby southeast Asian cities like Bangkok, Kuala Lumpur, Singapore, Hong Kong and Taipei is easy with all being less than three hour flights from Hanoi and low-cost carriers flying to all of these cities.
Danang is the commercial and educational centre of Central Vietnam as well as being the largest city in the region. It is a rapidly developing city with significant investment in the IT, hospitality and education sectors. Danang is located within 100 km of several UNESCO World Heritage Sites, including the Imperial City of Hue, the Old Town of Hoi An, and the My Son ruins. The city’s coastline stretches for 30 kilometres and the areas has unsurprisingly been enjoying a tourism boom since 2007. Danang has a tropical monsoon climate with two seasons: a typhoon & wet season from September to December and a dry season from January to August. Temperatures have an annual average of around 26°C (79°F).

The RMIT campus in Da Nang is located in Hau Chau district, which is located just north of the city centre and west of the beautiful Han River. The campus is the only official IELTS test centre in the Central Region and tests are delivered onsite and at various offsite venues in the region. Teaching started in July 2018 with IELTS Preparation, Teen English and corporate training. Teachers have a range of schedules teaching mostly on weekends and in the evenings.

Teaching in Danang would suit someone looking to work with a smaller team in a coastal city. Most teaching is part time and would suit a teacher looking for a lifestyle change and/or to pursue study or other interests alongside teaching. There is also periodically the opportunity to train as an IELTS examiner.

Keeping busy in the city is easy and most trips around town take on average ten to fifteen minutes. There are various sports clubs, swimming pools and yoga centres, a diversity of local and foreign dining options and opportunities to join in community work and experience wonderful Vietnamese hospitality. Local travel options include the many local beaches, the Imperial City of Hue, the Old Town of Hoi An, Marble Mountains, and the My Son ruins.
**Frequently asked questions**

For general information on working at RMIT Vietnam, please see here: [rmit.edu.vn/staff](http://rmit.edu.vn/staff)

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**Terms and conditions**

**What are the hours?**

The operating hours of the School of English & University Pathways are:

- Monday to Friday, from 7am to 9pm
- Saturday and Sunday, from 7am to 5pm

Note: Evening and weekend hours may vary by location

You are required to work within the SEUP’s Working Hours as per your working schedule which will be notified to you either in writing or by email at least three days in advance and is normally set in place for between 10 and 12 weeks.

Your working hours shall not exceed 40 hours per week.

**How many hours work will I have?**

Hours are dependent on student enrolments, and can vary from 0 to 28 actual teaching hours per week and could consist of a weekday and/or weekend schedule.

The SEUP will endeavor to offer hourly staff as many hours as possible, based on student enrolments and the employee's availability. Peak enrollment season runs from June to December with lower enrollment numbers from January until the end of May.

**When will I find out how many hours work I will have?**

The English for University, UniStart, IELTS and English for Teens course lengths and schedules vary. Teaching timetables and course allocations will be confirmed at least 3 days before the term.

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**What is included in my hourly rate?**

The hourly rate is inclusive of personal income tax, health insurance and all other compulsory contributions by both employer and employee as required by the Laws of Vietnam.

**How am I paid for my time?**

The hourly rate you receive is based on an “actual teaching hour”. This includes one hour of in-class lesson delivery.

In addition to your in-class time, you are expected to carry out a number of teaching-related activities such as lesson planning, preparation, assessment (marking), moderation, academic administration, student consultation (one hour per course per week), attendance at mandatory meetings, carrying out all required teacher to student communication via email and digital learning platforms and maintaining your own professional learning.

**How am I paid for meetings or training?**

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.

**How and where do I record my hours?**

You will review and sign a timesheet on a monthly basis. More information on timesheets will be covered at your induction.
How am I paid?

Your pay will be processed monthly (on the 25th of the month).

Your net salary will be paid to you in Vietnam, as a combination of Vietnam Dong and US dollars, as per Vietnamese law.

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.

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).

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?

Yes - you can take unpaid leave.

Leave requests must follow the SEUP 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.

Exceptions may be made with full approval of the SEUP Executive Committee.

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. This is included in your hourly rate.

Personal Accident Insurance

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.

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.

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: rmit.edu.vn/staff. Note that facilities vary by location.

Support with visas and work permits

Will you pay for my Visa?

We will assist you to obtain a single entry entry work visa and resident card and will 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.

You are responsible for maintaining a valid visa at all times.

What if I need to do a ‘Visa run’?

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.

This will be arranged in consultation with you - please do not go through an agency.

What Work Permit support is provided?

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.

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: rmit.edu.vn/vietnamese-government-requirements.

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.

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 SEUP 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 SEUP’s Strategic Goals.

Can I move to a salaried position?

Yes.

The School of English & University Pathways aims to have 40% of employees on hourly rate contracts, and 60% on salaried [full time] contracts at our Saigon and Hanoi campuses. Twice a year (in October and April), the ratio of hourly rate to salaried employees will be reviewed at these two locations.

Salaried employment will be offered to hourly rate employees based on the following criteria:

1. Whether salaried roles are available
2. Whether the work plan 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)
   - 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?

Yes.

Senior Educators are appointed based on a promotion process in Saigon and Hanoi which is held twice a year (in October and April). In Saigon and Hanoi locations, the School of English & University Pathways aims to have 40% of employees appointed as Senior Educators, and 60% appointed as Educators.

If, at October and April, there are vacancies for Senior Educator positions, the positions will be advertised and all SEUP staff at all locations 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. Danang staff are eligible to apply provided they are willing to relocate to Saigon or Hanoi.

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.
RMIT Vietnam

**Saigon South Campus**
📍 702 Nguyen Van Linh,
   Tan Phong Ward, District 7
   Ho Chi Minh City

📞 (084) 28 3776 1369

**Hanoi City**
📍 Handi Resco Building, 521 Kim Ma,
   Ba Dinh District, Hanoi

📞 (084) 24 3726 1460

**Da Nang City**
📍 V-Start Up Office, FHome Building, Level 4,
   16 Ly Thuong Kiet, Hai Chau District,
   Da Nang

📞 (084) 0236 3.552 773 - 1800 5 777 65