

Job Description – Internship Coordinator, School of Communication & Design

Position Details

Position title	Internship Coordinator
Division	School of Communication & Design
Department	Office of School of Communication & Design
Campus location	Based at Saigon South campus and expected to work at other RMIT Vietnam campuses as required
Job grade/ classification:	PSV 05
Time fraction:	1.0 full-time (40 hours per week)

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, three in Vietnam (Hanoi, Ho Chi Minh City, Da Nang) and a centre in Barcelona, Spain, RMIT is a truly global university which also offers programs through partners across Asia and Europe.

RMIT is a 5-Star university under the QS Stars international evaluation system and it prides itself on the strong industry links it has forged over its 130-year history. RMIT ranks in the world's top 400 in the 2018 Academic Ranking of World Universities and in the world's top 500 in 2018 Times Higher Education World University Rankings. Furthermore RMIT is among the world's top 100 universities in disciplines including Communication and Media Studies; Business and Management Studies; Accounting and Finance; and Computer Science and Information Systems.

RMIT Vietnam, School of Communication & Design

As an internationally recognised Australian university based in Asia, RMIT Vietnam – a campus of RMIT University – has created an innovative research, teaching and learning culture to support the development of the next generation of professionals in Vietnam. RMIT Vietnam is committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

RMIT Vietnam is an English-speaking university. Degrees are awarded by RMIT University in Australia and 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. See www.rmit.edu.vn

The School of Communication & Design is committed to providing an international learning environment that encourages cultural awareness, critical thinking, experimentation and – above all – the ability to think differently. Our students develop the competence, confidence and professionalism needed for successful careers in communication, design, fashion, film and video, and languages. See <https://www.rmit.edu.vn/our-schools-centres/school-communication-design>

Position summary

Due to the ongoing growth of its programs, the School of Communication & Design (SCD) is recruiting an Internship Coordinator to manage all elements of its Flagship Internship program <https://www.rmit.edu.vn/internship-program>

The internship is undertaken by the majority of SCD final-year undergraduate students. The key accountabilities of the position include (a) meeting current intern students and their supervisors at workplaces in and around TP HCM

to monitor and report on internship progress; (b) identifying suitable new internship opportunities; (c) ensuring that all documentation including internship job descriptions are approved and in place. The appointee will work closely with multiple stakeholders including students, internship hosts, academic and professional staff to ensure that SCD students are successfully placed into high-quality internships.

Applicants may have expertise in any of the following: advertising, PR or marketing communication (agency- or client-side); human resources; recruitment; services marketing or otherwise.

Reporting line

Reports to: School Manager, School of Communication & Design.

Key accountabilities

- Plan, identify and deliver suitable new internship opportunities and update contact management databases accordingly.
- Meet with current intern students and their internship supervisors at workplaces in and around TPHCM to monitor and report on internship progress.
- Manage document process flow – especially internship job descriptions – including pre-publication approval prior to internship commencements.
- Identify, prioritise and address action points or issues arising from internships through liaison with all stakeholders – including SCD Heads of Department, RMIT Career Consultants, Employment Manager and Career Manager.
- Report and make recommendations to academic and professional teams on a regular basis regarding the progress and outcomes of all relevant internship activities.
- Other duties as directed.

Key selection criteria

- Bachelor's degree in a relevant discipline.
- At least three years' experience working in an educational, communication or design environment (or comparable).
- Knowledge of the communication and/or design sector in TPHCM including market trends.
- Mature, self-motivated, results-oriented individual who enjoys working with both students and employers.
- Well-developed interpersonal, negotiation, networking and liaison skills with a proven record of working successfully with multiple stakeholders.
- Able to follow processes, work effectively within a team, maintain a positive attitude.
- Superior time management including multi-tasking and meeting deadlines.

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 (BULATS 65).

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 is up to date.

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