

## Job Description – Research Assistant

### Position Details

---

<b>Position Title:</b>	Research Assistant
<b>Division/ Centre:</b>	Office of the Vice President, Academic
<b>Department:</b>	Learning & Teaching
<b>Campus Location:</b>	Based at the SGS campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/Classification:</b>	Research Assistant 3
<b>Time Fraction:</b>	1
<b>Research Grant:</b>	n/a

### 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 features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

---

RMIT International 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 assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. 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. RMIT Vietnam is an English speaking university and all teaching is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## **Position Summary**

---

The Research Assistant will provide research support projects currently being undertaken within Learning & Teaching. Working under the general direction of the Senior Academic Developer in the role on Project Leader, the Research Assistant will be responsible for coordinating the day-to-day- research activities of the study, acting as first point of contact for all enquiries related to the study, and provide support when needed.

As a Level 3 Research Assistant, you will be expected to contribute specialist support, with technical or specialist expertise in the area of qualitative data collection, management, and analysis paramount.

## **Reporting Line**

---

Primary Investigator: Melanie Brown, Senior Academic Developer

## **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.

## **Key Accountabilities**

---

Specific responsibilities will depend on the topic, nature and duration of the project, provided by the Project Leader.

Duties will include:

- Academic literature reviews and database searches
- Conducting, recording, and transcribing interviews in English or Vietnamese, with translation if required
- Analysis of qualitative and quantitative data
- Prepare presentations, reports and publications
- Assist the Project Leader and researchers with data collection and the collation of results
- Plan day-to-day research activity and/or coordinate activities with Project Leader and researchers
- Draft reports related to research activity outcomes
- Coordinate project team activities, including secretariat support for project meetings

## **Key Selection Criteria**

---

1. Demonstrated ability to conduct analytical research; to analyse, interpret, evaluate, coordinate as well as report resulting information.
2. Demonstrated ability to liaise with people at all levels, in particular the project team.
3. Experience in preparing research reports and graphic presentations of data.
4. Problem solving skills that assures detailed follow-up when required.
5. Well-developed planning and organisational skills with proven ability to prioritise multiple tasks, set and meet deadlines and give attention to detail.
6. Proficiency with the use of the Microsoft Office suite of applications and analytical software.
7. Ability to work autonomously whilst displaying a strong commitment to work in a team environment, including the ability to confidently and effectively work with colleagues and project team leaders.
8. Demonstrated ability to meet deadlines and effectively manage varying workloads and respond to changing priorities as required.
9. Demonstrated high level written and verbal communication skills.
10. 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).

## **Qualifications**

---

### **Mandatory**

A University degree in education or related field.

**Preferred**

A postgraduate degree in education, with an emphasis on research.

**English Proficiency**

---

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (Academic) with a score of at least 5.5 (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.

**Work Permit**

---

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
------------------	--	------------------	--