

## Position Description

### Position Details

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**Position Title:** Lecturer

**Division:** Relevant academic division

**Department:** Relevant academic department

**Campus Location:** Based in Hanoi and Ho Chi Minh City campuses but may be required to work at other campuses of RMIT Vietnam.

**Job Grade / Classification:** Academic Lecturer

**Time Fraction:** full-time: 1.0 (40 hours per week)

### RMIT University

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RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia's original educational institutions founded in 1887, RMIT is now the nation's largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city's northern suburbs – and campuses in Hanoi and Ho Chi Minh City in Vietnam. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University's total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. [www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

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RMIT International University Vietnam is an Asian campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its 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

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The position is for a member of the academic staff who will teach into undergraduate or postgraduate programs in their nominated discipline area and conduct courses according to the RMIT International University Vietnam learning model. They will also assist in the academic administrative and coordination tasks involved in these courses and programs.

Lecturers are appointed for teaching and teaching related duties, including university service. They are expected to maintain currency in their discipline but they are not required to maintain a program of independent research.

## **Reporting Lines**

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Reports operationally to: The relevant Senior Lecturer, Assistant Professor or Academic Services Manager.

Reports functionally (where applicable) to:

List by title positions which report directly to this position:

## **Organisational Accountabilities**

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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.

## **Key Accountabilities**

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1. The development and delivery of learning activities according to the RMIT Vietnam teaching/learning model as required.
2. Consultation with students, marking assessments, examination invigilation, provide assistance to students in the independent learning areas and reporting on student progress, participate in student orientation programs.
3. Provide feedback to the relevant RMIT Vietnam Senior Lecturer, Assistant Professor or Academic Services Manager and the RMIT Melbourne course staff on the relevance of the material, assessment tasks, and student learning activities each semester, as required by the University's Quality Assurance requirements.
4. To carry out other duties, such as recruitment activities, support induction activities for new staff, participate in course/program meetings, course development, consultative committees, participation in the learning community, industry consultation, as required by the University.
5. Undertake any other duties that may be required.

## **Key Selection Criteria**

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### **A: Qualifications and Pre-requisites**

#### **Mandatory**

- 1) All staff teaching into academic programs on a full time, part time or sessional basis must either** meet the requirements for a native English speaker (those whose "mother tongue" or first language is English, or have completed secondary and tertiary education in an English speaking institution in an English speaking country) **or** evidence of a Academic IELTS Band Score of 7.0 (or equivalent) attained during the last two years should be provided.
- 2) Academic staff teaching into undergraduate or post-graduate programs must hold either** a discipline relevant degree at least one level higher than the degree they are teaching **or** an equivalent discipline relevant degree together with substantial relevant industry experience. A position of **Lecturer** will therefore require:
  - a. Either** a post-graduate qualification recognised by the University as appropriate for the relevant discipline area and academic teaching level,
  - b. Or** equivalent accreditation **and** standing recognised by the University as appropriate for the relevant discipline area and academic teaching level. When determining equivalent accreditation and standing, teaching experience, experience in research, relevant professional {etc etc} is taken into account.
- 3) Academic staff teaching into undergraduate or post-graduate programs must provide evidence of a post graduate qualification in teaching**, recognised by RMIT as satisfying equivalence to the RMIT Graduate Certificate in Tertiary Teaching and Learning (e.g. Diploma in Education including an assessed practicum). A list of Australian University equivalent tertiary teaching qualifications may be found at <http://mams.rmit.edu.au/ciu7rhtpim8a.doc>.

4) **Vietnamese nationals teaching into academic programs on a full time, part time or sessional basis:** at least one degree must have been undertaken in foreign university where English is the language of instruction.

**Preferred**

**Doctoral** qualification.

**B: Employment/Professional Experience**

**Mandatory**

Nil

**Preferred**

- 1) Previous tutoring or teaching experience (such as a tutor in a higher education institution, teacher in a recognised educational institution, teacher/workplace trainer of adults in industry)
- 2) Previous teaching experience in a recognised University or higher education institution.

**C: Competencies - skills, knowledge, abilities**

**Essential**

- 1) Demonstrated capabilities in presenting and communicating information
- 2) Track record of delivering results and meeting „customer“ expectations
- 3) Demonstrated skills in learning and researching
- 4) Demonstrates integrity and adherence to principles and values
- 5) Demonstrates interest, understanding and skill in working with people
  - a. In a multi-cultural environment.
  - b. In a collaborative team environment

**Desirable**

- 1) Demonstrated capability in adapting and responding to changing circumstances
- 2) Demonstrated capability for creativity and innovation
- 3) Demonstrated capability in planning and organizing
- 4) Track record of applying relevant expertise and technology
- 5) Demonstrated commitment to achieving personal work goals and objectives
- 6) Demonstrated skills in writing and reporting

**Note:**

For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit.  
For all staff, appointment is subject to satisfying the English language standards relevant to the position.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

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