

## Position Description – Senior Lecturer

### Position Details

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<b>Position Title:</b>	<b>Senior Lecturer</b>
<b>Division:</b>	Centre of Communication and Design
<b>Department:</b>	Professional Communication
<b>Campus Location:</b>	Based in Ho Chi Minh City but may be required to work at other campuses of RMIT Vietnam
<b>Job Grade / Classification:</b>	Senior Lecturer
<b>Time Fraction:</b>	Full-time (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 (RMIT Vietnam) is a 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)

### Centre of Communication and Design

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The Centre of Communication and Design at RMIT Vietnam is associated with the College of Design and Social Context of RMIT University Melbourne, delivering the College's award programs and developing research in relevant fields. The Centre of Communication and Design is growing in size, developing research capability and extending collaboration with national and international industrial and research partners.

Programs currently taught on the Vietnam campus include the Bachelor of Design (Multimedia Systems), the Bachelor of Communication (Professional Communication), the Bachelor of Applied Science (Fashion & Textile Merchandising)

and the Master of Project Management. It is envisaged that further undergraduate and postgraduate programs from the College will be introduced to RMIT Vietnam in the future. The Centre has a presence on both the Saigon South and Hanoi campuses.

The Department of Communication and, more specifically, the Bachelor of Communication (Professional Communication) focuses on public relations, advertising and broader communication issues such as communication research and evaluation. The degree has a strong practical focus and most of the staff members have considerable industry experience.

The Centre's resources include state-of-the-art multi-media laboratories equipped with Mac workstations, studios designed for audio, video and animation production, as well as general purpose and specialised hardware and software.

### **Position Summary**

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The Senior Lecturer is expected to make a significant contribution to the academic excellence and professional development within the Centre. This contribution is related (but not limited) to the areas of teaching and learning as well as program/course development and related functions. The Senior Lecturer is appointed specifically for their extensive knowledge of professional communication practice and their knowledge of the communication industry, but also for their demonstrated ability to deliver, promote and instil education excellence.

### **Reporting Lines**

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Reports operationally to: Head of Department of the Department of Communication.

Positions which report directly to this position: None.

### **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. With the guidance of more senior staff at RMIT Vietnam and in conjunction with academic staff in RMIT University Melbourne, develop, promote and deliver high quality programs which address the desired graduate attributes of RMIT University.
2. Promote the Professional Communication program through industry and community engagement.
3. In conjunction with relevant units, promote the Professional Communication program at external and internal events.
4. Prepare and deliver lectures, tutorials, practical classes and demonstrations using innovative, flexible and stimulating course material for students.
5. Perform academic leadership/course coordination/course administration duties such as assessment, recording student grades and moderation, examination invigilation and any related course coordination tasks that may be assigned by the Academic Services Manager (or Head of Department.)
6. Keep abreast of industry trends and outcomes which have an impact on the sustained continuous improvement of teaching and the program, and actively promote integration of relevant changes amongst other teaching staff.
7. Contribute to development of courses, including materials development, assessment, reference materials, and contextualisation within the relevant discipline in conjunction with academic staff in RMIT University, Melbourne.
8. Responsible for the currency and relevance of the materials delivered in the relevant discipline through a process of continual review and evaluation consistent with the strategic directions of the Centre and RMIT Vietnam.
9. Participate in the development of interdisciplinary activities, and contribute to cross-discipline and RMIT Vietnam programs.
10. Contribute to the development of a student focused orientation across the Centre and actively participate in continuous improvement process within the discipline and Centre.
11. Maintain close interaction with relevant industries and professional bodies, locally and internationally to ensure that the teaching programs are up-to-date and preparing graduates to meet the challenges of the workplace.
12. Work collaboratively and collegially with fellow academics within the teaching team, and update colleagues and students on developments from the communication industry and relevant external communities.
13. Other appropriate duties as assigned by the Academic Services Manager (or Head of Department.)

## **Key Selection Criteria**

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

#### **Mandatory**

1. A Master degree in communication or related area.
2. Applicants 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 provide evidence of an Academic IELTS Band Score of 7.0 (or equivalent) attained during the last two years.
3. Academic staff 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).
4. Vietnamese nationals must have undertaken at least one degree in a foreign university where English is the language of instruction.

#### **Preferred**

- PhD qualification

### **B: Employment/Professional Experience**

#### **Mandatory**

1. Knowledge in the discipline area including recent developments in scholarship.
2. Extensive and demonstrable knowledge of professional communication practice.
3. Extensive and demonstrable knowledge of the communication industry in an international setting.
4. Demonstrated excellence in teaching within the discipline area including the ability to teach across different settings.
5. Capacity to work effectively with and to negotiate sensitively with students, staff and other stakeholders in a multicultural environment, especially on issues related to effective learning.
6. Ability to develop innovative approaches to course delivery and student-centred learning that successfully exploits new technologies.
7. Excellent interpersonal and communications skills, ability to work in multicultural environment together with a strong commitment to teamwork and multidisciplinary collaboration.
8. Evidence of ability to perform the full academic and administration responsibilities associated with an award program, year or course.

#### **Preferred**

1. Teaching experience in South-East Asia.
2. Knowledge of the communication industry in Vietnam and wider South-East Asia.

### **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. Demonstrated integrity and adherence to principles and values
5. Demonstrated interest, understanding and skill in working with people in a multi-cultural, 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>Position proposed by</b>	<b>Endorsed by</b>	<b>Approved by</b>
Signature: Name: Title: Date:	Signature: Name: Title: Date:	Signature: Name: Joyce Kirk Title: President and General Director Date: