



RMIT Vietnam

Academic Manager, FS

Position Details

Position Title:	Academic Manager, FS
Division/ Centre:	Foundation Studies
Department:	School of English and University Pathways (SEUP)
Campus Location:	Based at the Saigon campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	
Time Fraction:	Full Time 1.0 (40 hours per week)

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

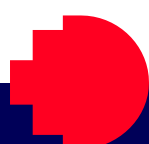
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and



25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.

www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, 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. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

Department Summary

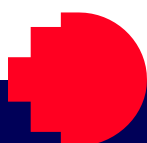
At RMIT University Vietnam, the School of English & University Pathways (SEUP) plays a pivotal role in shaping students' academic journeys, fostering a strong English language learning culture and preparing them for university success. RMIT Vietnam is the Asian hub of Melbourne-based RMIT University, Australia's largest tertiary institution, and the largest offshore campus in its global network, with campuses in Ho Chi Minh City, Hanoi, and Da Nang.

SEUP is endorsed by NEAS, Australia's English language training quality assurance body, and offers a range of pathway programs including English for University, Foundation Studies, New Initiatives, and UniSTART, supporting students' transition into higher education.

Delivered by a diverse, international team, SEUP adopts a task-based learning approach focused on real-world application, equipping students with the language skills and academic foundations needed for success at RMIT and beyond.

Position Summary

The Academic Manager – Foundation Studies (Vietnam) provides academic leadership and operational oversight of curriculum implementation for a multi-stream, English-medium foundation program delivered across multiple campuses in Vietnam. Working closely with Australia-based curriculum leaders, the Academic Manager ensures **comparability, equity and consistent academic standards** across campuses by maintaining the same course learning outcomes, assessment approach and weightings, while leading approved localisation and contextualisation of learning content for the Vietnam cohort. The role oversees end-to-end assessment lifecycle



management, including assessment readiness (review and approval of briefs, rubrics and marking guides), leads moderation and calibration processes, and drives quality assurance and continuous improvement using academic performance data, assessment analytics and student feedback, with a focus on strengthening the student experience and outcomes. The Academic Manager provides functional academic leadership and curriculum direction to all course leads and line-manages a designated group of course leads and teachers within a shared leadership model alongside the Head of Program and Team Leader, Streams (TLS) and contributes to teaching (5 hours per week) in a relevant discipline area. Key stakeholders include Vietnam course leads and teaching teams, the Head of Program and TLS roles, Australia-based Academic Managers and academic quality teams, and operational partners supporting delivery and student success.

The role also contributes to program scalability and readiness for future expansion (e.g., additional campuses), ensuring curriculum systems, documentation, and practices are robust, transferable, and aligned with transnational education standards.

Reporting Line

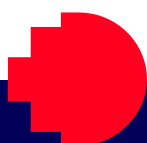
Reports to: Head of Program, Foundation Studies

Direct reports: Course Leads and teachers

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Curriculum leadership (Vietnam campus): Lead day-to-day curriculum implementation across all Foundation Studies subjects/streams, ensuring a coherent and consistent student experience, with clear alignment to program-level learning outcomes and progression expectations.
- Cross-campus alignment: Work collaboratively with Australia-based Academic Managers to agree curriculum implementation requirements each teaching period and ensure comparability and equity of standards across campuses, including active participation in calibration, review, and moderation meetings.
- Localisation/contextualisation: Enable locally relevant content, examples, learning activities and supports for the Vietnam context while maintaining the same course learning outcomes, assessment approach and weightings as the Australia program.
- Assessment oversight and approval: Review and approve all assessment briefs, rubrics, marking guides and exemplars before release; ensure assessments are mapped to common outcomes and are fit-for-purpose, clear and equitable.
- Moderation and comparability: Plan and oversee moderation and calibration processes (pre- and post-assessment) to ensure consistency of marking, reliable standards and evidence-based comparability across cohorts and (where relevant) with Australia.
- Embed responsible GenAI-informed approaches into curriculum and assessment practices, including staff guidance and student communication, consistent with university policy and academic integrity requirements.
- Quality assurance and continuous improvement: Lead academic monitoring and improvement cycles using student outcomes, assessment performance data and student feedback (including CES); implement and document “close-the-loop” actions and evaluate impact.
- Academic integrity: Champion academic integrity through assessment design, staff capability building, consistent messaging, and appropriate management of integrity issues in line with policy.
- People leadership (shared model): Line manage assigned course leads and teachers; provide functional

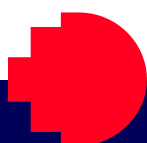


curriculum leadership to all course leads (including those line-managed by other leaders) so that curriculum, assessment and moderation expectations are consistently met.

- Capability development: Support course leads and teaching teams through coaching, induction and professional learning focused on assessment literacy, moderation practice, feedback quality, inclusive teaching, and consistent delivery, including integration of digital tools and innovative pedagogical approaches.
- Data and reporting: Analyse and interpret academic and assessment data to identify trends, risks, and opportunities, and provide insights to the Head of Program and leadership team to inform decision-making and program improvement.
- Risk and compliance: Identify and escalate academic risks related to curriculum, assessment, and comparability, ensuring appropriate mitigation strategies and alignment with governance and quality assurance frameworks.
- Documentation and systems: Ensure curriculum, assessment, moderation, and quality assurance documentation is maintained, accessible, and audit-ready, supporting consistency and scalability across campuses.
- Teaching contribution: Deliver and teach in a relevant subject area, modelling excellent English-medium teaching, assessment clarity, and effective feedback practice.

Key Selection Criteria

1. Postgraduate qualification in a relevant discipline and/or education (or equivalent industry/teaching leadership experience).
2. Curriculum and assessment expertise: Demonstrated experience leading curriculum implementation and assessment design/quality processes in a pathway, foundation, senior secondary, or tertiary enabling context (multi-subject/program-wide experience preferred).
3. Moderation and standards assurance: Proven capability establishing and running moderation/calibration processes to ensure consistent marking, comparable standards, and strong evidence/documentation practices.
4. Digital and GenAI-enabled education practice: Demonstrated knowledge and responsible use of generative AI in teaching and learning, including applying GenAI to curriculum design, assessment design (integrity-aware), feedback approaches, and student AI literacy, in line with institutional policy and academic integrity expectations.
5. Cross-campus / matrix collaboration: Experience working effectively in a matrix environment, influencing across reporting lines, and collaborating with offshore/onshore counterparts to deliver consistent academic standards.
6. English-medium education and language development awareness: Strong capability supporting diverse cohorts in English-medium teaching environments; understanding of how to embed academic literacies/language development for students progressing from ~IELTS 5.5 (CEFR B1+) toward ~IELTS 6.5 (CEFR B2+). TESOL credentials are highly regarded.
7. Quality assurance and continuous improvement: Demonstrated ability to use data and feedback (including CES or equivalent student surveys) to improve curriculum and delivery, document actions, and evaluate impact over time.
8. People leadership and capability building: Demonstrated leadership of teaching teams (including course



leads and hourly staff), with strengths in coaching, performance development, and building a consistent teaching culture.

9. Communication and stakeholder engagement: Excellent written and verbal communication skills in English, including the ability to produce high-quality student-facing assessment documentation and work effectively with internal stakeholders (operations, academic services, marketing).
10. Behavioural capability / values alignment: Demonstrated ability to model professional, respectful and collaborative behaviours, exercising sound judgement, integrity and accountability in line with RMIT organisational values and expected leadership behaviours.

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 7.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

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.

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.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

Endorsed

Signature:

Name: Tammy Van

Title: HRBP

Date: Mar 2026

Approved

Signature:

Name: Hossein Davari

Title: Director, SEUP

Date: Mar 2026

