

RMIT Vietnam

Foundation Studies Teacher - Casual

Position Details

Position Title:	Foundation Studies Teacher
Division/ Centre:	School of English & University Pathways
Department:	Foundation Studies
Campus Location:	Based at Sai Gon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	TBC
Time Fraction:	Hourly – casual

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.

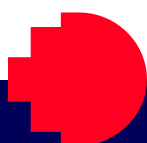
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, 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 119th in the 2027 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 among the world's top 100 in the latest QS World University Rankings by Subject. Three subjects are ranked in the global top 50, with Architecture & Built Environment maintaining its strong global position at 15th while rising to 1st in Australia. Library & Information Management also improved to 1st in



Australia and is ranked 29th globally. Art & Design continues to be recognised among the world's leading disciplines, ranked equal 19th globally and 1st in Australia. Additional subjects ranked in the global top 100 and among the top 10 in Australia include Materials Science, Accounting & Finance, Communication & Media Studies, Data Science & Artificial Intelligence, and Civil & Structural Engineering. 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>

Position Summary

RMIT Foundation Studies is a pre-tertiary pathway program designed to prepare overseas students for further study in Australian higher education programs and includes subjects which are comparable in standard to an Australian year 12 curriculum.

Foundation Studies (FS) Teachers will be responsible for the delivery of the FS program including assessment, academic progress of students and contributing to the development of the FS curriculum and FS student experience.

Reporting Line

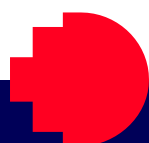
Reports to: Program Manager

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

Learning and Teaching:

- Deliver teaching programs in a professional and effective manner.
- Support the preparation of FS curriculum.
- Assess the learning outcomes of students in a range of contemporary FS settings. Participate in moderation and validation activities associated with marking and assessment.
- Record marks and grades in accordance with RMIT Training processes.
- Identify 'students at risk' and assist in identifying appropriate strategies to improve student learning.
- Provide feedback to students on their progress in the course.
- Demonstrate best practice delivery modes and appropriate student assessment strategies
- Contribute to orientation activities.
- Collaborate with stream colleagues on curriculum and assessment matters.



- Contribute to course review discussion.

Compliance:

- Monitor and record student attendance and provide advice to students on their progress in accordance with RMIT Training procedures. Apply the principles and practices for child safety for the management of under 18 students.

Professional Development:

- Maintain, apply, and share up to date knowledge of professional area and pedagogy associated with discipline.
- Participate in the professional development program.

Professional Duties:

- Prepare, plan, and deliver lessons.
- Engage in discussions with colleagues via meetings and workshops to support FS delivery.
- Liaise with students out of class time to provide academic support.
- Collaborate with ARG, Student Services, the Student Wellbeing Manager and Student Experience Specialist to ensure the FS student experience is at a high standard.
- Complete administrative tasks - replying to emails (including students, staff, work related), phone calls (work related), etc.
- Work under the guidance and direction of the Team Leader and Program Manager
- Other duties commensurate with the scope of the role

Key Selection Criteria

Mandatory

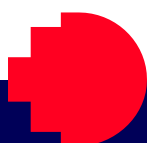
- Strong and demonstrated record of accomplishment and experience in teaching which includes lesson plan development, assessment, and moderation.
- Strong interpersonal and communication skills
- Capacity to identify learning problems in students, propose and implement effective strategies
- Demonstrated ability to contribute effectively as a constructive and proactive member of a team
- Demonstrated skills in the use of relevant information and communication technologies
- Excellent team player
- Proven collegiality and the ability to share ideas
- Knowledge of current pedagogical practices
- Culturally agile

Mandatory Qualifications for Foundation Studies Teachers other than English Teachers

- A recognized master's degree relevant to the course being taught
- A formal qualification in the delivery of education OR minimum east 2 years of relevant teaching experience (3 years for foreign staff), including breadth of experience in delivering to students from non-English speaking backgrounds

Mandatory Qualifications for Foundation Studies English Teachers

- The minimum requirements for teachers primarily responsible for academic English language subject areas are:
- A recognized master's degree relevant to the course being taught
- A formal qualification in the delivery of education OR minimum 2 years of relevant teaching experience (3 years for foreign staff), including breadth of experience in delivering to students from non-English speaking backgrounds
- An appropriate English language teaching qualification



- 2 years of English as a second language /English as a foreign language teaching experience

Desirable

- Experience teaching senior secondary school / pre-tertiary subjects

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 7.0 with no band less than 6.5 (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: 2026

Approved

Signature:

Name: Dr. Jenny Howard

Title: Head of Program, Foundation Studies

Date: 2026

