

## Job Description – Educator

### Position Details

<b>Position Title:</b>	<b>Educator</b>
<b>Division/ Centre:</b>	School of English and University Pathways
<b>Department:</b>	English for University and New Initiatives Programs
<b>Campus Location:</b>	Ho Chi Minh City, Danang, Hanoi or other locations based on operational need
<b>Job Grade/ Classification:</b>	Educator
<b>Time Fraction:</b>	Hourly Rate

### RMIT University

RMIT is an international university of technology, design and enterprise with more than 90,000 students and close to 11,000 staff globally. We empower people and communities to adapt and thrive across generations, with applied and impactful education, research and civic engagement.

Our diverse global community of 500,000 + graduates, live and work in more than 150 countries around the world and return throughout their careers to refresh and update their skills, or change career direction. Postgraduate, undergraduate, vocational education, foundation studies and online programs offer students a variety of work-relevant pathways.

We have multiple locations in Melbourne and Victoria, with two campuses and an English language centre in Vietnam (Ho Chi Minh City, Hanoi and Danang) and a research and industry collaboration centre in Barcelona, Spain. In addition, programs are offered through partners in Singapore, Hong Kong, Sri Lanka and mainland China, with research and industry partnerships across the globe.

We continue to consolidate our international reputation and now rank 140th in the 2024 QS World University Rankings and appear in the 251-300 band of the 2024 Times Higher Education World University Rankings. Strong industry connections, forged over 136 years, remain integral to RMIT's leadership in education, applied and innovative research, and to the development of our graduates as skilled global citizens. Alongside industry-relevance, creativity and inclusivity are distinct hallmarks of an RMIT education.

For more information, visit [www.rmit.edu.au/about](http://www.rmit.edu.au/about)

### RMIT Standings in university rankings

The University is ranked number one globally for its work to reduce inequalities (SDG 10), equal first in supporting decent work and economic growth (SDG 8), and equal second for partnering to achieve sustainable development goals (SDG 17) in the 2023 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.

For more information, visit [www.rmit.edu.au/about](http://www.rmit.edu.au/about)

## RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is the leading International University in the country and has 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 is assisting in the development of human resources capability in Vietnam and the region and supporting RMIT's vision to be a leading university of impact in the Asia Pacific.

With Vietnam operating as the heart of RMIT's regional network, we partner with industry and government to create collaborative networks across Southeast Asia focused on smart and sustainable cities, regional collaboration, emerging technologies and social innovation.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an international education in Vietnam. Given its global 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 (TEQSA) RMIT Vietnam offers a comprehensive range of academic programs, encompassing English language courses, bachelor's degrees, master's degrees, and doctoral studies. The medium of instruction for all courses at RMIT Vietnam is English, ensuring a global standard in education and communication programs. All teaching at RMIT Vietnam is in English.

For more information, visit [About us - RMIT University](#)

## Position Summary

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An Educator is responsible for teaching any of the programs offered by RMIT in the discipline for which they are hired. This can include teaching short courses, pathway programs or degree programs. The role encompasses all aspects of teaching including preparation, classroom delivery, feedback, and monitoring. The Educator will also report student progress through a variety of methods including formal assessment.

An Educator is also responsible for delivering support by way of preparation, marking or course related administration for each hour of lesson delivery, attend meetings associated with teaching duties.

## Reporting Line

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Reports to: Head of Department, Academic Manager or Centre Manager

Direct reports: None

## Key Accountabilities

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- Teach to a high standard on any of the English courses or programs offered by the School of English and University Pathways as timetabled. This includes:
- Applying current TESOL theories and methodologies to plan and deliver lessons.

- Monitoring individual progress and providing student support both in and out of the classroom and online.
- Conducting and marking assessment activities using both paper-based and online mechanisms for feedback.
- Gathering and using student feedback to inform teaching practice.
- Completing course administration accurately and on time, adhering to set guidelines and procedures.
- Attending team meetings.
- Actively engage in the use and implementation of appropriate educational technologies including communication systems such as email, learning management systems, and planning tools such as PowerPoint and teaching applications to improve student learning and teaching practice.
- Commit to a scholarly and reflective approach to learning and teaching as evidenced through classroom observations, peer collaboration and support, and appropriate professional learning activities.
- Participate in School-wide and student engagement activities as requested.
- Educators may be invited to take on academic leadership roles within SLE or at any of its locations of delivery.

### **Key Selection Criteria**

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- A Bachelor's degree. A relevant Master's degree is desirable.
- A recognised international qualification in teaching English as a foreign/second/further language (such as CELTA or equivalent course).
- A minimum 3 years' verifiable post CELTA or equivalent English teaching experience.
- Demonstrated ability to teach on academic preparation, test preparation, adults/teens English, business English or any other related English teaching program using current TESOL methodologies and educational technologies.
- Ability to work effectively, and to relate sensitively, with students.
- Ability to work autonomously whilst demonstrating a strong commitment to effectively work with colleagues and project team leaders.
- Demonstrated ability to meet deadlines, effectively manage varying workloads including giving feedback on students' work, and respond to changing priorities as required.
- Ability to display appropriate behaviours in line with RMIT Values: Passion, Courage, Agility, Inclusion, Imagination, Impact.
- Non-Vietnamese candidates must meet the requirements of the Vietnamese Work Permit process, outlined here.

### **Preferred**

Experience in IELTS teaching and examining, placement testing, curriculum development, digital resources, online education development, student support, and delivery of professional development is desirable.

### **English Proficiency**

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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 8.0 (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.

## 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.

## Work Permit

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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:
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