



RMIT Vietnam Educator

Position Details

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

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.

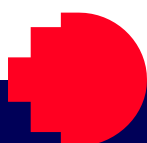
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, 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>

Department Summary

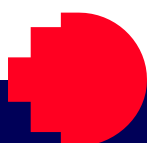
At RMIT University Vietnam, the School of English & University Pathways (SEUP) plays a pivotal role in shaping students' academic journeys, fostering a strong English language learning culture and preparing them for university success. RMIT Vietnam is the Asian hub of Melbourne-based RMIT University, 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, 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

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

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

Reporting lines may be adjusted in line with organisational changes.

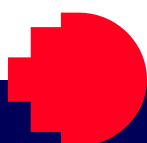
Key Accountabilities

- 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.
- Other duties commensurate with the scope of the role

Key Selection Criteria

Mandatory

- 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.
- Appointment to this position is subject to passing mandatory check.



- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

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

English is the language of teaching and communication at RMIT Vietnam. For non-native speaker, the minimum requirement is IELTS (Academic) with a score of at least 8.0 with no band less than 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: 2026

Approved

Signature:

Name: Nick Millward

Title: School Manager

Date: 2026

