

Job Description – Teaching Assistant, Fashion Enterprise

Position Details

Position Title:	Teaching Assistant
Division/ Centre:	School of Communication & Design (SCD)
Department:	Bachelor of Fashion Enterprise
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	Teaching Assistant
Time Fraction:	Hourly

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

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, two campuses in Vietnam (Ho Chi Minh City and Hanoi) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

RMIT Vietnam

RMIT International University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating 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 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

School of Communication & Design (SCD)

The School of Communication & Design is committed to providing an international learning environment that encourages cultural awareness, critical thinking, experimentation and — above all — the ability to think differently. Our students develop the competence, confidence and professionalism needed for successful careers in communication, design, games, fashion, film and video, and languages.

<https://www.rmit.edu.vn/about-us/schools-and-centres/school-communication-design>

The Bachelor of Fashion Enterprise Program

This program will equip students with the knowledge and skills to become creative leaders in the contemporary fashion industry. Through deep industry engagement and access to specialised facilities, students develop essential creative, critical thinking, and innovation skills to identify and solve challenges in diverse global contexts. The program emphasises the latest research on sustainable and regenerative fashion practices, encouraging students to think critically and creatively, not only in design, but also in developing innovative business models.

Industry engagement fosters a focus on holistic sustainable approaches and the comprehensive understanding of design, product and supply chain management, retail, and communications. Students are empowered to become change leaders, equipped with the skills to drive positive transformation within the fashion industry.

Position Summary

The Teaching Assistant in Fashion Enterprise will work closely with faculty and students, performing teaching or teaching-related duties that require both practical and theoretical expertise in fashion and textiles. Key responsibilities include:

- Supporting students during laboratory/workshop activities and self-directed assignments, especially in hands-on textile and product development skills as well as digital applications.
- Assisting in developing and organising teaching materials for both physical and digital delivery.
- Reinforcing lessons by reviewing material with students one-on-one or in small groups
- Supporting online and asynchronous lesson delivery and developing materials for the CANVAS virtual learning platform
- Preparing materials and equipment for laboratory and studio sessions, ensuring equipment is maintained and in working order – knowledge of standard specialist sewing, embroidery and printing equipment for fashion applications is of advantage
- Actively ordering and maintaining workshop supplies and materials, with attention to sustainable fashion practices.
- Proactively seeking opportunities to support both lecturers and students, demonstrating a meticulous and committed approach

Reporting Line

Reports to:	Class Lecturer
Indirectly reports to:	Program Manager, Fashion Enterprise
Direct reports:	N/A

Key Accountabilities

- Proactively support preparing teaching materials and organise workshop spaces
- Pro-actively support in-class and online activities aligned with global fashion trends and local industry needs.
- Support students in understanding class assignments and assessments, specifically relating to fashion production, design development, digital and textile innovation.

- Supervise and support open-access sessions in workshops and laboratories, ensuring safe and productive utilisation of equipment and resources.
- Provide detailed clarification on content covered in class, drawing on both global fashion knowledge and an understanding of the Vietnamese fashion landscape to support student curiosity and engagement with cultural, sustainable, and digital aspects of the evolving fashion industry.

Key Selection Criteria

1. Bachelor's Degree in Fashion, Textiles, or a closely related discipline (Master's Degree preferred). Local industry experience is highly desirable.
2. Demonstrated practical and technical skills in fashion making, textile processes, product and design development, as well as digital proficiency in applications such as CLO 3D, Adobe Suite, and MS Office.
3. Ability to clearly explain complex fashion/textile concepts to students, making them accessible and engaging.
4. Strong communication skills and a proactive, meticulous approach to supporting both faculty and students.
5. Flexible and adaptable; able to thrive in a dynamic teaching and learning environment, staying abreast of rapid developments in digital fashion technologies and sustainable practices.
6. Demonstrates behaviours and values in alignment with the RMIT Behavioural Capability Framework and RMIT Values—including Courage, Imagination, Passion, and Impact. The ideal candidate will foster an inclusive and respectful learning environment, encourage creativity and innovative thinking, actively support sustainable and responsible fashion practices, and demonstrate a genuine curiosity for both the global and local fashion industry and its cultural influences.

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 and with no competency less than 6.5.

For Higher Education roles, English Language Proficiency may also be proven by having completed PhD studies while being instructed through the medium of English, and proof of teaching in an English-speaking environment during the previous 24 months.

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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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