



Job Description — Associate Lecturer or Lecturer, Bachelor of Languages

Position Details

Position Title:	Associate Lecturer / Lecturer, Japanese Language
Division / Centre:	School of Communication & Design
Department:	Bachelor of Languages
Campus Location other	Based at the Saigon campus but may be required to work and/or be based at campuses of RMIT Vietnam.
Job Grade/ Classification:	Associate Lecturer / Lecturer
Time Fraction:	1.0

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 Languages Program

The Bachelor of Languages at RMIT Vietnam equips students with advanced skills in Translating and Interpreting, alongside strong cross-cultural communication expertise essential for today's global environment. Through a combination of academic learning and real-world experience gained from industry projects and international opportunities, students are well-prepared for diverse careers in translation and language services.

Summary of Roles

We are currently seeking applicants for an Associate Lecturer or Lecturer, Japanese Language for the Bachelor of Languages program.

To comply with Vietnam's employment requirement, **all overseas candidates must have at least 3 years University teaching experience.**

At the Lecturer scale, the position is expected to contribute to the teaching and research activities of the University, in disciplines related to their field of expertise. Specifically, the Lecturer is responsible for carrying out teaching activities within undergraduate programs and for maintaining and advancing their scholarly, research and/or professional capabilities. The Lecturer is also expected to actively promote the program by establishing and maintaining memberships, links and partnerships with academic, industry and professional communities. The Lecturer is expected to work collaboratively and collegially with fellow academics within the teaching team, and update colleagues and students on developments in their subject area or specialisation.

At the Associate Lecturer scale, the position will be required to teach and conduct classes in disciplines relevant to their field of expertise and assist in the academic and administrative, consultative and coordination tasks involved with these courses. Functions associated with the position include presentation of lectures and tutorials, assessment of students and course administration in line with the University's quality assurance requirements. The Associate Lecturer is also required to undertake research activities in line with the University's research strategy. It is expected that the Associate Lecturer will work under support and guidance to develop expertise in teaching and research with an increasing degree of autonomy.

Reporting Lines

Reports to: Program Manager, Bachelor of Languages

Indirectly reports to: Dean of School, School of Communication & Design

Key Accountabilities

- Undergraduate teaching including designing, conducting and moderating assessment, implementing improvements informed by peer review, course evaluation and/or student feedback.
- Undertake independent professional activities, scholarship and/or conduct high quality research activities appropriate to the profession or discipline, publishing research results (traditional and/or non-traditional) in high quality outlets as lead or co-author, preparing and submitting external research funding applications, and supervising higher degree by research candidates.
- Undertake administration duties and participate in University governance activities related to the position.
- Adhere to the Academic Expectations and Development Framework of RMIT Vietnam.

Key Selection Criteria

1. For Lecturer: PhD or equivalent relevant Doctoral qualification from a recognised institution.
2. For Associate Lecturer: A Master degree in the relevant discipline and having commenced or enrolled to commence in Doctoral course is preferred.
3. Demonstrated ability to prepare and deliver programs at the undergraduate level, including online delivery, and the ability to produce high-quality curriculum or program materials.
4. Required:
 - a. Proficiency in English as a medium of instruction (EMI).
 - b. Proven expertise in teaching Japanese language skills to international students using EMI.
 - c. Preferred expertise in **one or more** of the following areas:
 - Intercultural communication
 - International relations
 - Global Studies
 - Development Studies
 - Global History
5. Ability to use a range of digital platforms for teaching.
6. Ability to undertake course coordination role.
7. Demonstrated capacity to work effectively with and negotiate sensitively with students, especially on issues related to effective learning.
8. For lecturer:
 - Emerging track record and recognition for quality research outputs which will contribute to existing Discipline and School research areas evidenced by publications, development of new research initiatives, competitive research funding, and industry links.
 - Ability to supervise higher-degree research candidates.
 - Ability to build effective networks with colleagues and generate alternative funding projects through effective liaison with industry and government.

9. Teaching experience: Recent and sustained performance regarding student outcomes, student experience and feedback; combined with experience and skill in a range of teaching settings.
10. Excellent interpersonal and communications skills appropriate for interacting with higher degree by research candidates, staff and industry, together with a strong commitment to teamwork and multidisciplinary collaboration.
11. Ability to operate within own discipline and cross-disciplinary/multidisciplinary teams to achieve department and University strategic outcomes.
12. Ability to work with external partners, industries, organisations and communities and can operate effectively to address complex issues or seek opportunities.
13. Ability to motivate, develop and inspire others through discipline leadership in the University environment.

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.

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

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.

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.

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