

## Job Description – Associate Lecturer / Lecturer (Hourly), Digital Media

### Position Details

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| <b>Position Title:</b>            | Associate Lecturer / Lecturer (Hourly)  |
| <b>Division/ Centre:</b>          | School of Communication & Design (SCD)  |
| <b>Department:</b>                | Bachelor of Design (Digital Media)  |
| <b>Campus Location:</b>           | Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam. |
| <b>Job Grade/ Classification:</b> | Associate Lecturer / Lecturer   |
| <b>Time Fraction:</b>             | Hourly  |

### RMIT University

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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

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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

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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](http://www.rmit.edu.vn)

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## School of Communication & Design (SCD)

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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>

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## The Bachelor of Design (Digital Media) Program

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In an increasingly digital world, driven by technological advancement, there is a profound need for professionals who understand timeless design principles and who can navigate future challenges as they arise. The Digital Media program provides a studio learning environment for the development of leading specialists in digital design across four main areas of action (pathways):

- Interaction
- Animation
- Imaging
- Sound

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## Position Summary

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We are currently seeking applicants for an Associate Lecturer or Lecturer (hourly) in the BA Design (Digital Media) program with expertise in one or more areas related to digital design (see the Key Selection Criteria section below).

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

**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.

**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.

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## Reporting Line

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| Reports to:            | Associate Program Manager, Digital Media  |
| Indirectly reports to: | Program Manager, Digital Media and Dean of School, School of Communication & Design |
| Direct reports:        | NA  |

## Key Accountabilities

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- 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

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1. For Associate Lecturer: A Master degree in the relevant discipline and having commenced or enrolled to commence in Doctoral course is preferred.
2. For Lecturer: PhD or equivalent relevant Doctoral qualification from a recognised institution.
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:  
Proven expertise in **one or more** of the following areas:
  - 2D Animation
  - 3D Modelling and animation (Blender)
  - Interaction (web/games/installations/XR/VR/AR)
  - Digital Video (motion graphics/videography/VFX)
5. Ability to guide students in conceptual, aesthetic, and technical development related to their discipline.
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.

**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 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**

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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.

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| <b>Endorsed:</b> | Signature:<br>Name:<br>Title:<br>Date: | <b>Approved:</b> | Signature:<br>Name:<br>Title:<br>Date: |
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