



Job Description – Internship Coordinator

Position Details

Position Title:	Internship Coordinator
Division/Centre:	School of Communication & Design (SCD)
Department:	Office of SCD
Campus Location:	Based at the Sai Gon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/Classification:	PSV05
Time Fraction:	Full time (1.0)

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

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 is assisting in the development of human resources capability in Vietnam and 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 vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Internship Coordinator is responsible for coordinating SCD internship programs. The appointee will work closely with multiple stakeholders including students, internship hosts, academic and professional staff to ensure that students are successfully placed into high-quality internships.

Reporting Line

Reports to: SCD Senior Coordinator, Industry Engagement

Key Accountabilities

- Collaborate with Career Department in planning, identifying and delivering suitable new internship opportunities and update contact management databases accordingly.
- Liaise with Student Connect and the Academic Registrar Group (ARG) to process student's enrolment in the internship course.
- Meet with current intern students and their internship supervisors at workplaces to monitor and report on internship progress.
- Consult students on professional issues regarding internships and remind students of assignment requirements and deadlines.
- Liaise with the lecturer to double-check and get the lecturer's approval for internship descriptions and related documents proposed by students and Career Department, prior to internship commencements.
- Identify, prioritise, and address action points or issues arising from internships through liaison with all stakeholders, such as Program Managers, Career Department, and other student support services at RMIT to ensure high quality internship experience to RMIT intern students.
- Design and conduct Orientation sessions for students who enrolled in internship course. Liaise with the Career Department to deliver seminars and workshops tailored to intern students.
- Report and make recommendations to academic and professional teams on a regular basis regarding the progress and outcomes of all relevant internship activities.
- Maintain a strong relationship with industry partners via company visits, Industry Advisory Committee meetings and other industry engaging activities.
- Undertake other duties as directed by the Line Manager.

Key Selection Criteria

1. Bachelor's degree in relevant fields such as project management or business management.
2. Knowledge of the design and communication sector in Vietnam including market trends is preferable.
3. Mature, self-motivated, results-oriented individual who enjoys working with both students and employers.
4. Excellent communication and interpersonal skills including negotiation, liaison, cross-cultural communication and report writing skills.
5. Exceptional customer and client management skills.
6. Outstanding time management and meticulous organization skills.
7. Proven ability to work under pressure and respond to multiple changing priorities while demonstrating sound judgment and exercising prudent decision making.
8. Significant expertise and experience in the coordination of people and projects, and excellent management skills including the ability to plan and manage activities, to provide advice and to prioritise, monitor and evaluate work performance and flow.
9. Ability to display appropriate behaviours in line with the position and RMIT Values.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) score of at least 6.5 (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.

Organizational 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. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

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