



RMIT Vietnam

Academic Administration Officer

Position Details

Position Title:	Academic Administration Officer
Division/ Centre:	School of Science, Engineering & Technology (SSET)
Department:	Office of SSET
Campus Location:	Saigon South
Job Grade/ Classification:	PSV4
Time Fraction:	Full time

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.

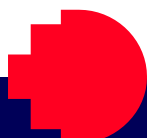
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona,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

The School of Science, Engineering & Technology (SSET) is committed to providing an international learning environment that encourages cultural awareness, critical thinking, experimentation, and, above all, the ability to think critically. Our students develop the competence, confidence, and professionalism needed for successful careers in IT, science, engineering, psychology, and other health disciplines: <https://www.rmit.edu.vn/about-us/schools-and-centres/school-of-science-engineering-and-technology>.

Position Summary

This position provides administration for all functions in the School of Science, Engineering & Technology, including administration assistance and academic related administration activities for the Program Manager and Senior Program Managers. This role will include administrative assistance to the Senior Coordinator, Academic Advisory & Planning and financial management such as purchasing, event organizing.

Reporting Line

Reports to:	Senior Coordinator, Academic Advisory & Planning
Indirectly reports to:	School Manager, Senior Program Managers, Associate Program Managers and Program Managers

Key relationships:



Key Accountabilities

1. Arrange and schedule School or Program specific meetings and Program areas correspondence in a timely manner.
2. Maintain accurate records on course and program administration, particularly for the purposes of program accreditation. This includes accessing, management and reporting of data in the academic management system SAMS/myTimetable.
3. Coordinate the assignment of activities by Senior Coordinator, Academic Advisory & Planning such that all activities in the School receive the needed support to meet deadlines at the highest quality and to ensure a high-quality student experience consistent with the requirements of RMIT University policies and procedures, ensuring compliance at all times to internal frameworks.
4. Provide guidance and support to students on any issue raised and/or arrange meetings with appropriate academic or persons at other university support services. Advice and information provided to students is current to the relevant university global policy and local and global procedures. (E.g. assessment processes, student conduct policy).
5. Provide logistics & administrative support across the School for event such as Experience Days, School/Program Induction, Information Days, Industry Advisory Committee meetings, promotion sessions and other externally focused events concerning the School of Science, Engineering & Technology.
6. Travel arrangements: organize all work travel arrangements for staff within the programs, including itineraries, airfares, accommodation and transportations.
7. Support School Manager in terms of contract preparation, purchasing documentation, identification of and negotiation with preferred service providers and vendors when required.
8. Other duties as requested by the School Manager or SSET Leadership team.

Key Selection Criteria

1. A relevant Bachelor degree
2. At least one year of experience in a similar customer service-related role.
3. Familiarity and working knowledge of finance related admin work is essential for this position.
4. Familiarity or working knowledge of developing and managing promotional and/or marketing related materials and activities.
5. Experience in providing financial management support upon request
6. Excellent interpersonal skills, including cross cultural communication.
7. Demonstrated ability to work with confidential information.
8. Experience in managing purchasing, developing budgets, financial reporting is desirable.
9. Experience in writing reports for executive management is desirable.
10. Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.



English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.0 (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: Nguyen Nguyen

Title: Senior Coordinator, Academic Advisory and Planning

Date: July 28. 2026

Approved

Signature:

Name: Van Tran

Title: School Manager, SSET

Date: July 28, 2026

