



RMIT Vietnam

Senior Coordinator, Research Training Services

Position Details

Position Title: Senior Coordinator, Research Training Services

Division/ Centre: Research & Innovation

Department: Office for Research and Innovation

Campus Location: SGS

Job Grade/ Classification: TBD_PS6

Time Fraction: 1.0 FTE

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>

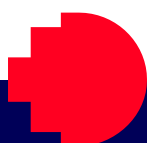
Department Summary

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities. The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialization, internships, communication and profile.

Position Summary

The Senior Coordinator, Research Training Services is responsible for providing high-quality, specialist research training services and support to HDR candidates and supervisors across the candidature lifecycle, from onboarding to completion. The role exercises a high degree of professional judgement and autonomy in managing day-to-day HDR operations, while working under the broad direction of the Assistant Manager, HDR Programs & Services.

The Senior Coordinator works closely with Research Training Services (RTS) teams within the School of Graduate Research (SGR), RMIT Australia, HDR Delegated Authorities (DAs) in Vietnam, and other stakeholders across RMIT Vietnam and RMIT Australia to support the effective management of the Vietnam-based PhD cohort. The position leads the consistent implementation of HDR processes and activities, contributes to candidate and alumni



engagement initiatives that foster a strong PhD community at RMIT Vietnam, and provides authoritative policy and procedural advice to staff, candidates and supervisors. The role also contributes to the resolution of complex candidature matters in collaboration with the Assistant Manager, HDR Programs, and leads and supports reporting and audit activities related to HDR research training services.

Reporting Line

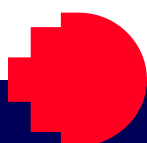
Reports to: Assistant Manager – HDR Programs

Partners with Research Training Services teams, HDR DAs, HDR supervisors, and other stakeholders across RMIT Vietnam and RMIT Australia

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Provide high quality, timely and solution focused advice on HDR candidature matters (including enrolment variations, changes to candidature, milestone reviews) to candidates, supervisors, schools and stakeholders across Vietnam and Australia, acting as a subject matter expert to ensure consistent and compliant application of university policies.
- Lead the administration and lifecycle management of RMIT Vietnam based HDR candidates, including management of the PhD enquiries mailbox, to ensure efficient, compliant and consistent delivery of HDR processes and activities across key milestones.
- Plan, coordinate and deliver HDR activities and initiatives (e.g. in-person milestone conferences, campus-specific HDR orientations, competitions and engagement events), liaising with internal stakeholders and external suppliers and overseeing associated administrative and financial processes to enable timely and compliant delivery.
- Collaborate proactively with teams across the Office for Research & Innovation (ORI), the broader Research & Innovation (R&I) portfolio, RTS/SGR colleagues and HDR Delegated Authorities (DAs) to support HDR initiatives and cross functional activities and to build strong stakeholder relationships.
- Maintain accurate, consistent and current HDR candidature related content for RMIT Vietnam across websites, SharePoint, presentations and other communication materials, and develop resources that support candidates, supervisors and staff to navigate HDR processes.
- Contribute to reporting and audit requirements by collating, analysing and presenting data and insights on HDR candidates and programs in Vietnam to inform planning, compliance and decision making.
- Support HDR operational budget management and oversee related administrative processes, including monitoring expenditure, processing financial documentation and providing input into forecasting and planning as directed.
- Coordinate the development and delivery of industry and alumni engagement activities (e.g. networking events and information sessions) that strengthen partnerships and support opportunities for industry-embedded PhDs and HDR internships.
- Identify, recommend and implement continuous improvement initiatives to enhance HDR services, systems and candidate experience, and undertake other duties as directed consistent with the scope and classification of the role.
- Other duties commensurate with the scope of the role



Key Selection Criteria

- Bachelor's degree or higher, with substantial experience supporting and administering higher education programs, preferably HDR, within a complex international environment.
- Demonstrated ability to manage competing priorities and deliver work with a high level of accuracy and attention to detail.
- Highly developed interpersonal, verbal and written communication skills, with the ability to engage effectively with diverse academic and professional stakeholders.
- Proven ability to interpret complex policies and guidelines and accurately extract and manage key information.
- Demonstrated ability to work both collaboratively within a team and autonomously under broad direction.
- Excellent organisational and time management skills, with the ability to adapt to changing priorities and deadlines.
- Strong analytical and problem-solving skills, with the ability to contribute to continuous improvement initiatives.
- High level of proficiency in Microsoft Office applications and experience using information management systems.
- Knowledge of design and multimedia applications is desirable.
- 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

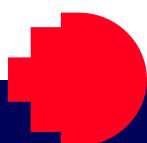
RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, 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:

Title:

Date: July 2026

Approved

Signature:

Name:

Title:

Date: July 2026

