# RMIT UNIVERSITY

## Job Description – Associate Lecturer, Business & Technology

### Position Details

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| **Position Title:** | Associate Lecturer, Business & Technology |
| **Division/ Centre:** | The Business School |
| **Department:** | Department of Business Innovation |
| **Campus Location:** | Based at HN campus |
| **Job Grade/ Classification:** | Associate Lecturer |
| **Time Fraction:** | Hourly |

### 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 is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

### RMIT Vietnam

RMIT International University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an 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.

**Position Summary**

RMIT Vietnam is looking for hourly rate academic staff to support us in the delivery of our Bachelor of Business program within the The Business School. The role includes teaching and/or marking different courses in the program, including Business Graduate Folio course. Hours also vary from teaching one class per semester (approx. 6 hours per week) to teaching 4-5 classes per semester (approx. 25-30 hours per week), and/or from marking one class per semester (approx. 2.5 hour per week) to marking 4-6 classes per semester (approx. 10-15 hours per week). If you have prior or current teaching experience along with the expertise, industry background, you are welcome to join our vibrant and culturally diverse University in making a significant impact on the future of learning and teaching in Vietnam.

**Reporting Line**

Reports to:                    The Senior Program Manager, Digital Business

Indirectly reports to:        Head of Department, Business Innovation

**Key Accountabilities**

- Teach at a level appropriate to skills, primarily at undergraduate level including: assisting in assessment design; conducting assessment; course evaluation activities; gather and use student feedback to inform improvement of teaching effectiveness.

- Mark different courses in the program. Hours vary from marking one class per semester (approx. 2.5 hour per week) to marking 4-6 classes per semester (approx. 10-15 hours per week).

- Engage in scholarly and professional activities appropriate to the profession or discipline including: publishing and presenting outputs of scholarship at conferences and research forums; contributing to external research funding submissions.

- Participate in University governance activities as requested and undertake administration related to the position.

**Key Selection Criteria**

1. Master Degree (for Associate Lecturer) or Ph.D. (for Lecturer level) hourly rate positions.
2. Demonstrated ability to prepare and teach programs at undergraduate levels, including online delivery, and the ability to produce high quality curriculum or program materials.
3. Industry or professional experience.
4. Excellent team player
5. Culturally agile.
6. Demonstrated ability to meet deadlines and effectively manage varying workloads and respond to changing priorities as required.

**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 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**

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.

| **Endorsed:** | Signature:<br><br>Name: Nguyen Hoang Thuan<br><br>Title: Senior Program manager<br><br>Date: | **Approved:** | Signature:<br>Name:<br>Title:<br>Date: |
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