



Position Details

Position Title:	Multimedia Designer
Division/ Centre:	Academic Experience and Success/Students and Education portfolio
Department:	Learning Design
Campus Location:	Based at the SGS campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV04
Time Fraction:	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 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 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 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.

Position Summary

The Multimedia Designer is responsible for creating online/multimedia artefacts and videos to enhance learning, supporting academic staff to effectively use technologies for learning and teaching, and supporting events held by the Academic Experience & Success Department. The role will require hands-on creation of advanced multimedia objects.

Reporting Line

Reports to: Manager, Learning Design

Key Accountabilities

- Work in partnership with Learning Designers to create high quality, visually appealing, accessible digital designs to support the asynchronous student learning experience.
- Format content and elements on Canvas LMS (text, images, videos, interactive elements) using HTML, ensuring optimal user experience and accessibility.
- Develop and implement design concepts for educational materials, including interactive assets for digital learning & teaching purposes, online and blended course look and feels, videos, presentations, posters and other multimedia materials.
- Produce professional-standard work with a tone and style appropriate to the audience and compliant with RMIT's brand guidelines under the guidance of the Multimedia Design Lead. Produce work efficiently and within time and budget constraints.
- Stay current with emerging trends in design and multimedia production, and incorporate new techniques and technologies as appropriate, such as AI and VR.
- Collaborate and communicate effectively with internal stakeholders and external vendors for design and multimedia projects.
- Assist in the production workflow for capturing teaching sessions, interviews, speeches, and various events using digital multimedia production equipment.
- Support event planning and delivery in terms of media production. Advise on Audio/Video requirements for events.
- Other tasks, as assigned.

Key Selection Criteria

1. University Degree in a relevant field (e.g., Design, Multimedia)
2. Demonstrated 1 - 2 years relevant work experience.
3. Demonstrated good level of English communication skills, both written and spoken.
4. Experience working with a range of digital multimedia design tools such as the Adobe suite, particularly Illustrator and Premiere Pro.
5. Intermediate knowledge of HTML and CSS.
6. Awareness of international copyright and academic integrity principles; evidence of commitment to apply the principles in daily work.
7. Ability to work independently and show initiative.
8. Ability to anticipate deadlines, and plan tasks accordingly.
9. Strong demonstrated ability to perform routine tasks with a high degree of accuracy and careful attention to detail.
10. Knowledge of basic Audio/Video production and post-production process and techniques.
11. Knowledge of Web Content Accessibility Guidelines (WCAG) to ensure inclusive and accessible digital content would be an advantage.
12. Work experience in an educational environment and/ or work experience in webpage design/layout and content management would be an advantage.
13. Ability to design graphics for print media (e.g., posters, brochures) would be an advantage.
14. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

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 5.5 (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.

<p>Endorsed:</p>	<p>Signature: Name: Title: Date:</p>	<p>Approved:</p>	<p>Signature: Name: Title: Date:</p>
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