

Job Description – Associate Lecturer, Japanese

Position Details

Position Title:	Associate Lecturer, Japanese
Division/ Centre:	School of Languages and English
Department:	Department of Languages
Campus Location:	Based at the Hanoi campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	Associate Lecturer
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 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.

www.rmit.edu.vn

Position Summary

The Associate Lecturer will be required to teach and conduct classes in disciplines relevant to their field of expertise and assist in the academic and administrative, consultative and coordination tasks involved with these courses. Functions associated with the position include presentation of lectures and tutorials, assessment of students and course administration in line with the University's quality assurance requirements. The Associate Lecturer is also required to undertake research activities in line with the University's research strategy. It is expected that the Associate Lecturer will work under support and guidance to develop expertise in teaching and research with an increasing degree of autonomy.

Reporting Line

Reports to: Head of School, School of Languages and English

Indirectly report to: Program Lead, Japanese

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.

Key Accountabilities

- Teach at a level appropriate to skills, primarily at undergraduate and graduate diploma level including: assisting in assessment design; conducting assessment; course evaluation activities; gather and use student feedback to inform improvement of teaching effectiveness.
- 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. A Master degree in the relevant discipline; have commenced or enrolled to commence in Doctoral course is preferred.
2. Demonstrated ability to prepare and teach programs at undergraduate and post-graduate levels, including online delivery, and the ability to produce high quality curriculum or program materials.
3. Demonstrated capacity to work effectively with and to negotiate sensitively with students especially on issues related to effective learning.
4. Evidence of scholarly output including publications, conference contributions and/or technical reports in the field.
5. Ability to engage in projects effectively with colleagues, industry and/or government.
6. Ability to work autonomously whilst displaying a strong commitment to work in a team environment, including the demonstrated ability to confidently and effectively work with colleagues, project team leaders, and industry partners.
7. Demonstrated ability to meet deadlines and effectively manage varying workloads and respond to changing priorities as required.
8. Demonstrated high level written and verbal communication skills.
9. Recent performance in contributing to student outcomes, enhancing student experience and receiving positive feedback; combined with experience and skill in a teaching setting.
10. Ability to operate within own discipline and cross-disciplinary/multidisciplinary teams to achieve department and University strategic outcomes
11. Ability to work effectively with peers, utilising strong communication skills to address complex problems and relevant activities.

- 12. Ability to motivate, develop and inspire others through discipline knowledge to raise own profile in the University environment.
- 13. 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 (Academic) with a score of at least 7.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

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.

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.

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. RMIT Vietnam reserves the right to rescind a job offer if the preferred candidate does not provide the required documents to obtain a Work Permit within a reasonable timeframe.

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