Position Description

Position Details

Position Title: Assistant Professor
Division: CoCM
Department: Generic Position Description
Campus Location: Based in HCM City but may be required to work at other campuses of RMIT Vietnam.
Job Grade / Classification: Assistant Professor
Time Fraction: full-time: 1.0 (40 hours per week)

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia’s original educational institutions founded in 1887, RMIT is now the nation’s largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city’s northern suburbs – and campuses in Hanoi and Ho Chi Minh City in Vietnam. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University’s total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. www.rmit.edu.au

RMIT Vietnam

RMIT International University Vietnam is the Asian campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its 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

Assistant Professors are responsible for contributing to the teaching and research excellence and also to professional development in the Centre. Assistant Professors are appointed specifically for their demonstrated research capability and are responsible for maintaining and advancing their scholarly, research and/or professional capabilities relevant to the discipline. Assistant Professors are expected to undertake teaching and related duties, including course coordination tasks and direct supervision of staff as assigned by the Head of Centre.
Reporting Lines

Reports operationally to: The reporting line for a particular Assistant Professor will be determined by the Head of Centre, and may be to an Associate Professor, to a Professor, to the Head of Centre.

Reports functionally (where applicable) to:

List by title positions which report directly to this position: The Head of Centre will determine what, if any, roles will report into a particular Assistant Professor role, and these may include staff in Lecturer roles.

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.

Key Accountabilities

1. With the guidance of more senior staff at RMIT Vietnam and in conjunction with academic staff in RMIT University Melbourne, develop, promote and deliver high quality programs which address the desired graduate attributes of RMIT University.
2. Participate in a research team and conduct a program of personal research and development which yields measurable outcomes such as publications, funded research projects, citations, and quality peer reviewed conference presentations, as relevant to the discipline and as agreed in the annual performance plan.
3. Perform academic leadership/course coordination/course administration duties such as assessment, recording student grades and moderation, examination invigilation and any related course coordination tasks assigned by the Head of Centre.
4. Contribute to the academic and professional development of the Centre in the relevant discipline by keeping abreast of international research trends and outcomes which make significant contributions to the advancement of the discipline knowledge and its applications.
5. Contribute to curriculum development through linking teaching and discipline-based research.
6. Contribute to developing and maintaining the currency and relevance of the materials delivered in the relevant discipline through a process of continual review and evaluation consistent with the strategic directions of the Centre and RMIT Vietnam.
7. Assist postgraduate students undertaking research degrees through secondary supervision, tutorial support and/or mentoring.
8. Participate in the development of interdisciplinary activities, and contribute to cross-discipline and RMIT Vietnam programs.
9. Contribute to the development of a student focused orientation across the Centre and actively participate in continuous improvement process within the discipline and Centre.
10. Maintain close interaction with industry and professional bodies, locally and internationally, to ensure that the teaching programs, research and learning activities in the discipline are recognised and valued by industry.
11. Maintain academic and/or professional standing by engaging in a program of academic/professional activity and development in their area of expertise.
12. Other appropriate duties assigned by the Head of Centre.
Where the role has been assigned supervisory responsibility for academic teaching staff:
• Oversee performance development and improvement processes for those staff including interventions for individuals informed by the Course Experience Survey (in particular the Good Teaching Scale).

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• Develop and manage assigned academic teaching staff in accordance with the RMIT Vietnam Performance Management Cycle.
• Negotiate and agree clear annual performance work plans with assigned academic staff and monitor these plans against nominated performance targets.
• Observe and provide advice and mentorship to assigned academic staff relating to continuous improvement of their teaching.
Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory
1. Applicants will require a doctoral qualification or equivalent accreditation and/or experience recognised by the University.
2. In addition, applicants will be able to evidence a record of demonstrable scholarly and professional achievement in a relevant discipline area and an active program of research and demonstrable output.
3. Positions teaching into academic programs require IELTS level 7 or equivalent as per RMIT Vietnam policy.

Preferred

Graduate Certificate in Tertiary Teaching and Learning

B: Employment/Professional Experience

Mandatory
1. Demonstrated ability to prepare academic programs at undergraduate and post-graduate levels, including the ability to produce high quality curriculum and program materials at tertiary level.
2. An emerging track record and demonstrated ability to undertake independent research which will contribute to existing discipline and Centre research areas evidenced by publications, development of new research initiatives, competitive research funding, and building industry links.
3. Ability to develop innovative approaches to course delivery and student-centered learning that successfully exploits new technologies, with a commitment to continuous quality improvement through ongoing training and development.
4. Demonstrated capacity to work effectively with and to negotiate sensitively with students in a multicultural environment, especially on issues related to effective learning.
5. Ability to supervise Masters and PhD research degree programs.
6. Excellent interpersonal and communications skills appropriate for interacting with students, staff and industry, together with a strong commitment to teamwork and multidisciplinary collaboration.
7. Demonstrated capability to effectively manage other academic staff.
8. Evidence of ability to carry out academic administration to perform the full academic responsibilities of, and related administration for, the coordination of an award program, year or course.
9. The ability to work successfully within a multicultural, multidisciplinary team environment.

Preferred

C: Competencies - skills, knowledge, abilities

Essential

Desirable

Note:
For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit.
For all staff, appointment is subject to satisfying the English language standards relevant to the position.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.
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