Position Description - RMIT VIETNAM

Position Details

Position Title: Activities Engagement Officer  
Division: Student Services  
Department: Sports and Recreation  
Campus Location: Based in Hochiminh City but may be required to work at other location of RMIT Vietnam.  
Job Grade / Classification: PSV3  
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 a campus in Vietnam with locations in Ho Chi Minh City and Hanoi. 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 (RMIT Vietnam) is a 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

The position is responsible for developing and implementing Sports and Recreation activities, events and functions at the RMIT Saigon South campus. This includes establishing and fostering links with external sporting bodies, other universities, internal departments and student clubs. In addition, the position is responsible for the expansion,
further development and continuous improvement of Student Clubs as well as development of training programs for student club executives. This position will be required to work flexible hours to suit the operation of the University, to include evenings, weekends, and holidays.

**Reporting Lines**

Reports operationally to: Sports and Recreation Activities Manager

Reports functionally (where applicable) to: Sports and Recreation Activities Manager

List by title positions which report directly to this position: 0

**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. Assist Activities Manager to plan, create, and implement a framework for general and specific Sports and Recreation initiatives, programs and events taking into account financial viability of the activities and benefits to the university, students and staff.

2. Establish links with external sporting bodies, other universities, internal departments and student clubs for further development and improvement in Sports and Recreation activities and events.

3. Assist to create, develop and implement continual improvement systems including a feedback system for participants of programs and events, including conducting research to determine new activities and events for future planning.

4. Assist to establish and maintain links with overseas universities and international organizations to implement international competitions/exchanges between RMIT Vietnam and those organizations.

5. Work with outside skate holders/sponsors to get involved in competitions/events hosted by Sports and Recreation department.

6. Assist to manage the day to day running of Sports and Recreation, events and activities and ensure all operate within the Sports and Recreation and Universities policies and procedures.

7. Assist to develop, create and implement professional development for student club executives and members including teambuilding, event management and other relevant workshops.

8. Liaise with the Sports and Recreation Operations Manager and other relevant staff to ensure all facilities and equipment are reserved for scheduled events and activities.

9. Liaise with Sports tournaments/activities/events organizations to develop and promote healthy life on campus, including offering travel/trips as an activity option for students, staff and alumni.

10. Ensure compliance with RMIT Vietnam’s policies, procedures, guidelines in respect to health and safety, event organising, and use of RMIT Vietnam name and logo.

11. Assist the Sports and Recreation Activities Manager in the preparation of annual budgets and manage designated budgets including the setting, monitoring and actioning of variations as required to ensure budget targets are met.

12. Work with Marketing and Communication Departments in the marketing and promotion of all Sports and Recreation events and activities as well as updating the RMIT Vietnam website and intranet with relevant policies, procedures and schedules.

13. Assist to manage inquires about Sports and Recreation activities and events.

14. Cooperate with Activities Officers to organize tournament trips for RMIT student clubs, teams.
15. Ensure a high level of customer service is maintained and enforce Sports and Recreation facility and equipment rules, policies, procedures and guidelines to all facility users.

16. Any other duties that may be required by the Sports and Recreation Activities Manager.

Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory
A relevant Bachelors Degree, preferably in health, recreation, or sport.

Preferred

B: Employment/Professional Experience

Mandatory
1. Demonstrated ability in effective time management skills and follow through on project based initiatives.
2. Demonstrated effective communication skills within the department and externally with official, contractors and vendors.
3. Experience in event organisation and application of administrative skills in the workplace.
4. Demonstrated a high level of skill to work independently or with a team.

Preferred

C: Competencies - skills, knowledge, abilities

Essential
1. Strong customer service skills and a high level of understanding of continuous improvement principles.
2. Demonstrated Organizational and leadership skills in providing direction, communication and working in a team environment.
3. Demonstrated interpersonal skills and the ability to work well with others.

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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