Position Details

**Position Title:** Sports and Recreation Activities Support Officer  
**Division:** Student Services  
**Department:** Sports and Recreation.  
**Campus Location:** Based in Saigon South but may be required to work at other campuses of RMIT Vietnam.  
**Job Grade / Classification:** PS 3  
**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](http://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](http://www.rmit.edu.vn)

Position Summary

The Activities Support Officer is responsible for working with student sports clubs and activities along with fostering the development of RMIT Sports Programs. In addition, this position is responsible for effective communication in promoting RMIT events within the community and assist in organising International trips, tours and competitions with outside contractors. This position will be required to work flexible hours to suit the operation of the University, to include evenings, weekends, and holidays.
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. Contribute effectively in coordinating, delivering and promoting relevant activities, classes and events on the RMIT University campus, regionally and internationally.

2. Work with National Governing Bodies for specific sports in relation to clubs and events.

3. Work closely with outside contractor to coordinate the university sports and recreational trips along with tours offered to the RMIT community.

4. Oversee and assist Student Sports Clubs submission of all annual, semester and event reports and plans.

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

6. Proactively plan and implement all University recreational sports and activities along with the coordination of student volunteers and other sports and recreation staff for daily operations.

7. Ensure all Student Sports Clubs and Executives are aware of and understand all Government, RMIT Vietnam Sports and Recreation Student Club policies, procedures and related guidelines. Advise and support students to promote the clubs through internal and external activities.

8. Administer appropriate first aid treatment to facility users in emergency situations until medical assistance arrives.

9. Support the Sports and Recreation Activities Manager to promote health and wellbeing on campus. Ensure all recreational sports and activities are of an international standard and all participants are aware of the health and safety risks and strict guidelines and procedures are followed to minimise these risks and dangers.

10. Work closely with Marketing and Communications in promoting RMIT campaigns for sport while maintaining effective communicative lines with the school's web site and delivery of a Sports and Recreation newsletter.

11. Assist the Sports and Recreation Activities Manager and Sports and Recreation Manager in developing and implementing a 1 and 3 year strategic plan for Student Sports program development and the training needed.

12. Undertake any other duties as directed by the Sports and Recreation Activities Manager.

Key Selection Criteria

A: Qualifications and Pre-requisites

Mandatory

Bachelors Degree, preferably in Health, Sports and Recreation
Preferred
First Aid and CPR Certificate

**B: Employment/Professional Experience**

**Mandatory**
Demonstrated organisational and leadership skills in providing direction, communication and working in a team environment.

Demonstrated ability in effective time management skill and follow through on project based initiatives.

Demonstrated effective communication skills within the department and externally with officials, contractors and vendors.

Demonstrated interpersonal skills and the ability to work well with others.

Experience in event organisation and application of administrative skills in the workplace.

Demonstrated a high level of skill to work independently or with a team.

**Preferred**


**C: Competencies - skills, knowledge, abilities**

**Essential**
General knowledge of sports and recreation activities, equipment and operations.

Ability to communicate effectively with a wide range of people, and well developed interpersonal skills.

Ability to display a positive and flexible outlook with responsiveness to changing demands.

Strong organising and planning skills.

Ability to communicate information and effectively promote various events, trips, tours and activities.

**Desirable**

Proficiency in Microsoft Office applications and web design basics.

**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.

<table>
<thead>
<tr>
<th>Endorsed:</th>
<th>Name: Vern Nicholas</th>
<th>Approved:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title: Sport and Recreation Manager</td>
<td></td>
<td>Title:</td>
</tr>
<tr>
<td></td>
<td>Date: August 20, 2012</td>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>