

TechTrain Virtual Academy - TechTrainer (Teacher)

Job Description (Overview)

- Delivers 60 to 90 minute online lessons covering one or more of the following topics:
 - Online learning and basic computer proficiency
 - Programming foundations
 - 3D Design
 - Game design
- Perform basic troubleshooting of personal computers, tablets, the Zoom platform, and classroom tools.
- Completes lesson delivery and associated administrative tasks according to TechTrain policy and guidelines.
- Provide documentation of student work and written progress reports at the end of each course.
- Participate in regular meetings with their department lead regarding department goals.
- Occasionally invited to attend analysis / tactic / strategy oriented meetings with company management.
- Occasionally required to meet with parents to discuss students progress and learning pathway next steps.

Requirements

- Open to all nationalities
- Languages:
 - Fluent-native English, spoken and written.
 - Fluency in Vietnamese or other languages may be strongly advantageous
- Location: TechTrainers may be based in Vietnam or overseas as long as timezones are suitable and internet connection is fast and reliable.
- Excellent interpersonal skills
- Undergraduate degree in a technology-related field - finished or within 2 years from completion.
 - OR professional experience providing equivalent skills for teaching purposes
 - OR teaching degree / qualification, provided that the candidate also has high levels of digital literacy / knowledge of coding fundamentals
- Interest in working with young learners between the ages of 5 and 18.
- Available weekday evenings, up to 20:00 GMT+7, and/or weekends

TechTrain operating hours: *Monday - Friday:* 8am - 8pm / *Friday - Sunday:* 8am - 6pm

Role types: Full-time and part-time positions available

Weekly working hours (per role type): *Part-time:* 15 - 25 hours per week / *Full-time:* 40 - 44 hours per week

Note: Rostered working hours are assigned by department management. Both part-time and full-time roles offer flexibility within business operating hours and candidates can submit their availability during application.

TechTrain Virtual Academy - Sales and Marketing Associate

Job Description (Overview)

- Support sales / marketing operational functions and initiatives.
- Support ideation and creation of content for marketing campaigns.
- Support planning and deployment of digital media campaigns.
- Research, present and execute creative projects under department lead guidance.
- Attend sales and marketing operational meetings under guidance of TechTrain management.
- Conduct and present market / industry research.

Requirements

- Open to all nationalities
- Languages:
 - Fluent-native English, spoken and written.
 - Fluency in Vietnamese or other languages may be strongly advantageous
- Location: TechTrainers may be based in Vietnam or overseas as long as timezones are suitable and internet connection is fast and reliable.
- Excellent interpersonal skills
- Strong interest in creative and digital sales and marketing.
- Available weekday evenings, up to 20:00 GMT+7, and/or weekends

The following skills and experience are desirable but not all required:

- Branding – understanding of the importance of brand application in communications (visual and text).
- Creative – experience with graphic design, photoshop / illustrator and/or video editing softwares.
- Creative – experience in creating text content for marketing purposes and / or brand copywriting.
- Facebook Business Manager – familiar with promotion and reporting functions.
- Google Ads - familiar with promotion and reporting functions.
- Google Analytics - general familiarity.

TechTrain operating hours: *Monday - Friday:* 8am - 8pm / *Friday - Sunday:* 8am - 6pm

Role types: Full-time and part-time positions available

Weekly working hours (per role type): *Part-time:* 15 - 25 hours per week / *Full-time:* 40 - 44 hours per week

Note: Rostered working hours are assigned by department management. Both part-time and full-time roles offer flexibility within business operating hours and candidates can submit their availability during application.