**Address:** Nam Trung Yen Urban Area, Cau Giay, Hanoi  
**Hotline:** 0931.323.822  
**Email:** recruitment@stepup.edu.vn

**STEP UP EDUCATION**

**Position:** Learning Material Developer

**ABOUT STEP UP**

“Before turning 30, it’s time to experiment and learn. If you plan to spend your youth at a company, find a small-scale company that is always looking to solve pressing problems in innovative ways.” - Tony Fadell, the father of the iPod.  
Step Up is the ideal environment for those seeking opportunities to experiment and learn in the field of English education. Widely recognized for its No. 1 Tiki bestseller, Hack Não 1500, and its top 5 App Store communication app, The Coach, Step Up continually strives to help Vietnamese people learn English in a smarter and more enjoyable way.

**Achievements of The Coach:**

* **VSLP 2022:** The Coach App won second place in the largest AI competition in Vietnam, competing against 15 formidable tech teams.
* **App Store Rankings:** The Coach topped the educational app store rankings in Vietnam for communication apps shortly after its launch.
* **Vietnam Edtech Forum 2023:** The Coach was honored as the Educational Influence of the Year.
* **User Engagement:** Over 1 million downloads and nearly 35 thousand feedbacks, with an average rating of 4.8 to 4.9 stars.

**Learn more about the company at:** https://stepup.edu.vn/the-step-up-story/

**II. RECRUITMENT DETAILS**

**Position:** Learning Material Developer  
**Start Date:** [Month, Year]  
**Working Hours:** 08:30 AM - 6:00 PM, with a 1.5-hour lunch break.  
Monday to Friday, weekends off.  
**Address:** Nam Trung Yen Urban Area, Cau Giay, Hanoi

**III. Job Descriptions**

**Summary of the Position:**  
The Coach is a leading e-learning platform that provides high-quality educational content to students of all ages. We are seeking a passionate and experienced Learning Material Developer to join our team and contribute to our mission of enhancing student learning experiences.

* **Key Responsibilities:**

1. **Design and Develop Learning Materials**
   * Create engaging and interactive learning materials for English language learners.
   * Collaborate with subject matter experts to ensure content accuracy and relevance.
2. **Utilize Multimedia Tools**
   * Employ multimedia tools to create visually appealing educational resources.
   * Assess and evaluate the effectiveness of learning materials through feedback and testing.
3. **Stay Updated with Trends**
   * Keep abreast of the latest trends in educational technology and language learning methodologies.
   * Implement innovative strategies to enhance the learning experience.
4. **Collaborate with Teams**
   * Work collaboratively with cross-functional teams to develop suitable materials for different learner groups.
   * Participate in regular team meetings to discuss project progress and share insights.
5. **Evaluate Learning Outcomes**
   * Analyze learner progress and material effectiveness using data analytics.
   * Provide recommendations for continuous improvement of learning materials.

**IV. Requirements**

* **Experience:**
  + At least 2 years of experience in curriculum development or instructional design, particularly for language learning.
  + Proven ability in creating engaging educational content using e-learning authoring tools.
* **Skills:**
  + Fluent in English communication skills (IELTS 7.0 or higher), with a strong sense of natural conversational English.
  + Excellent time management skills and the ability to meet deadlines.
  + Strong analytical skills to assess learning outcomes and material effectiveness.
  + Creativity and innovation in content creation.
  + Ability to work collaboratively in a team environment.
* **Tools/Technology:**
  + Familiarity with Learning Management Systems (LMS) and e-learning platforms.
  + Proficiency in using multimedia software and graphic design tools.
  + Knowledge of data analytics tools to track learner progress.

**V. Benefits**

**Salary and Bonuses:**

* Monthly salary: Competitive and commensurate with experience.
* Performance-Based Bonuses: Project-based OKR bonuses, creative idea bonuses, and workflow improvement bonuses.
* Additional Bonuses: Holiday and birthday bonuses.

**Development Opportunities:**

* **Training Programs:** Enhance your job-related skills and knowledge through our comprehensive training programs.
* **Expert Connections:** Investment to connect and learn from experts in the domain.
* **Career Advancement:** Fast-track promotion to specialized management or project management positions.

**Other Benefits:**

* Free lunch at the company.
* Full insurance benefits as per state regulations after the probation period, including a 13th-month salary bonus.

**VI. Application Method**

Interested candidates, please submit your application and CV (in English) to the following address:  
**Email:** recruitment@stepup.edu.vn  
**Subject line:** Learning Material Developer\_Your Name  
Your application should contain a photograph of your IELTS certificate if required.

**Hotline:** 0931323822 or Zalo 0397694640 (Ms. Hoàng Mơ)  
The recruitment team will contact suitable applicants to arrange an interview at the earliest convenience.

**Step Up's Recruitment Stages:**

1. **Initial review of your CV:** (within 1-3 business days).
2. **Professional skills test:** (received via email) and submit it within 3 days.
3. **Brief HR phone interview:** (10-15 minutes to discuss job basics).
4. **In-person interview:** With the hiring manager.