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

**STEP UP EDUCATION**

**Position:** R&D Specialist / Academic 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:** R&D Specialist / Academic 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 R&D Specialist / Academic Developer to join our team and contribute to our mission of enhancing student learning experiences.

* **Key Responsibilities:**

1. Conduct comprehensive research on educational methodologies and technologies to enhance the development of English learning applications.
   * Utilize AI tools, including ChatGPT, to support the design and implementation of innovative learning solutions.
   * Collaborate with cross-functional teams to develop user-centric features that improve learner engagement and outcomes.
2. Analyze user data and feedback to iterate on application features and ensure continuous improvement.
   * Stay updated on market trends and emerging technologies in educational software to inform product development strategies.
3. Assist in the creation of curriculum content and instructional materials that align with best practices in language acquisition.

**IV. Requirements**

* **Experience:**
  + At least 2 years of experience in educational technology, curriculum development, or related fields.
  + Proven ability in utilizing AI tools and research methodologies.
* **Skills:**
  + Bachelor’s degree in Education, Linguistics, Computer Science, or a related field; advanced degrees (Master's or PhD) are preferred.
  + Strong understanding of user experience (UX) design principles and methodologies.
  + Excellent communication skills, both written and verbal, with the ability to work collaboratively in a team environment.
  + Quick adaptability, with strong self-learning and research capabilities.
* **Tools/Technology:**
  + Proficiency in using AI tools and research methodologies; coding skills are not required.
  + Familiarity with adaptive learning technologies and data analytics is a plus.

**V. Benefits**

**Salary and Bonuses:**

* Monthly salary: [Position-specific salary]
* 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:** R&D Specialist / Academic 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.