

# JD BOOKLET

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**NEO CULTURE TECH**

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# ABOUT US

Neo Culture Tech is a vibrant and dynamic student club at RMIT University dedicated to fostering a passion for technology and innovation within the university community. We believe in the power of technology to shape the future and empower individuals to make a positive impact on the world.



Our club provides a platform for students to explore their interests in various tech fields, connect with like-minded individuals, and develop valuable skills through hands-on projects, workshops, and engaging events. We strive to create a welcoming and inclusive environment where everyone feels empowered to learn, grow, and contribute their unique talents.

# WHAT WE DID



We are a dynamic platform dedicated to **empowering** the tech community through engaging workshops, thought-provoking talk shows, and strategic collaborations with leading tech companies, providing practical skills and knowledge in various domains, while our talk shows feature prominent figures in the industry, offering valuable insights. We provide participants with access to cutting-edge technologies, industry resources, and potential career opportunities. By combining these initiatives, we create a **vibrant ecosystem** that **fosters innovation**, drives **growth**, and **connects technophiles**.



# WHAT WE DID



## Internal Bonding

*Our events are more than just workshops and talks; they're a chance to connect, learn, and have fun. We believe in creating a vibrant and engaging atmosphere where participants can build lasting relationships and memories.*

## Food Bonding

*We often organize social gatherings around food and drinks, providing a relaxed and informal setting for participants to mingle, network, and build relationships.*



# WHO ARE WE

## Technology

As a Project Developer, you will be a key contributor to the technical realization of Neo Culture Tech's projects. You will work closely with the project team, translating project requirements into functional code and ensuring the successful implementation of technical solutions. This is an excellent opportunity to gain practical experience, hone your programming skills, and contribute to a dynamic tech community.



## Human Resources



HR manages our members and events, ensuring a positive and inclusive environment. We handle recruitment, onboarding, training, and member relations. HR also plans and executes both internal and external events to showcase our club's talents and initiatives.

# WHO ARE WE

## Marketing & Communications



*Marketing promotes our club to the university and beyond. We need creative individuals passionate about branding, communication, and engaging audiences. This role involves developing campaigns, managing social media, and creating content to attract new members and showcase our achievements.*



# OUR PREVIOUS EVENTS

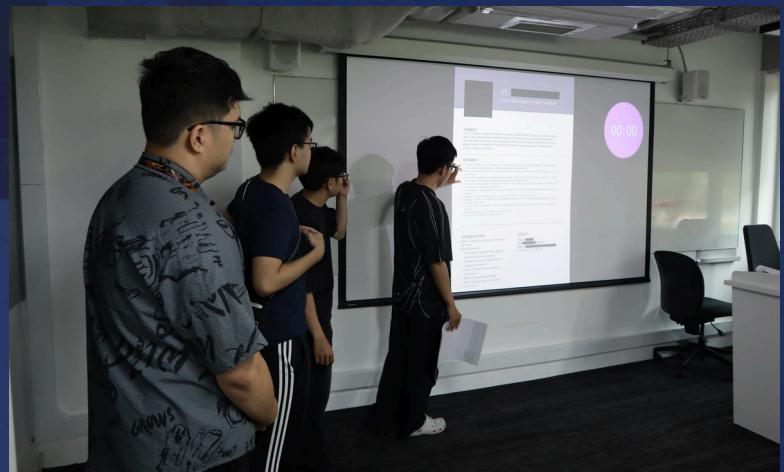
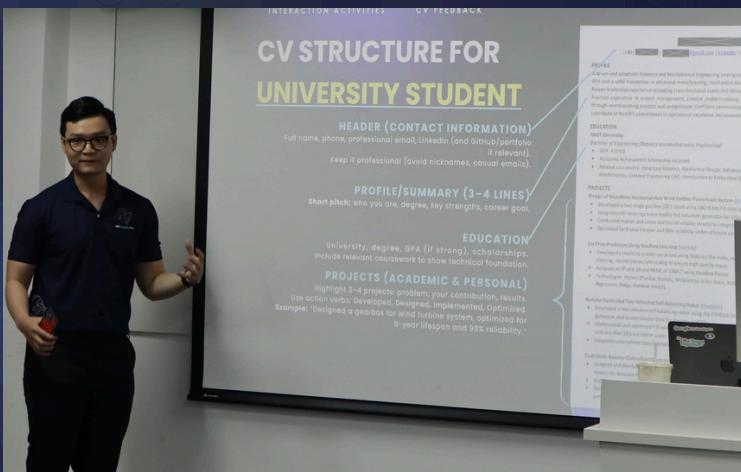
## NEO CONNECT SERIES



## TECH WORKSHOPS

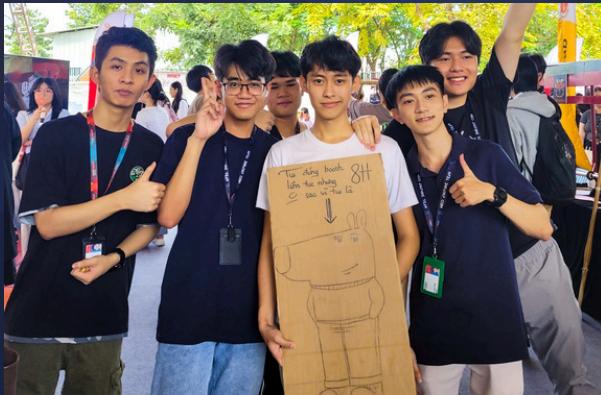


## SOFTSKILL WORKSHOPS



# OUR PREVIOUS EVENTS

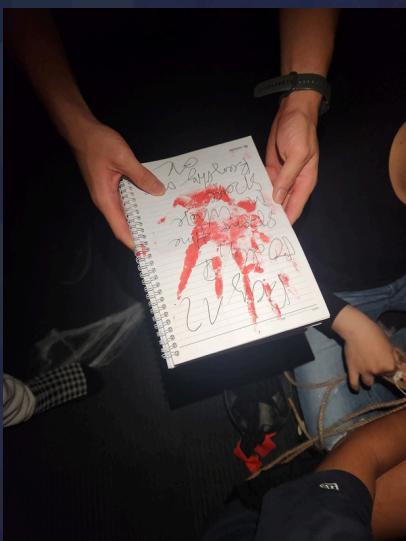
## EXPERIENCE DAY



## SECRET SANTA



## NEO ESCAPE



# WEEKLY BONDING

## FOOTBALL (NCT FC)



## BADMINTON TOURNAMENT



## HANGOUT TOGETHER



# HUMAN RESOURCES DEPARTMENT

## **JOB DESCRIPTION**

The Human Resources Department plays a key role in supporting the day-to-day operations of the club. This position is responsible for assisting with a range of HR functions, including recruitment, ensuring and enhancing club member engagement, events organizing, records management, conflict resolution, administration support, and compliance. If you are passionate about contributing to a positive workplace culture, enjoy collaborative environments, and seek to grow within the HR profession, this role offers a strong foundation for professional development and advancement.

# KEY RESPONSIBILITIES

- **Recruitment and Onboarding:**

Assist in promoting open positions and attracting potential members.

Review applications and participate in the selection process. Coordinate onboarding activities for new members, ensuring a smooth transition into the club.

- **Member Engagement:**

Organize and facilitate team-building activities and social events. Gather feedback from members and identify areas for improvement.

Maintain open communication channels and address member concerns promptly.

- **Administrative Support:**

Maintain accurate records of member information.

Assist with meeting coordination and documentation.

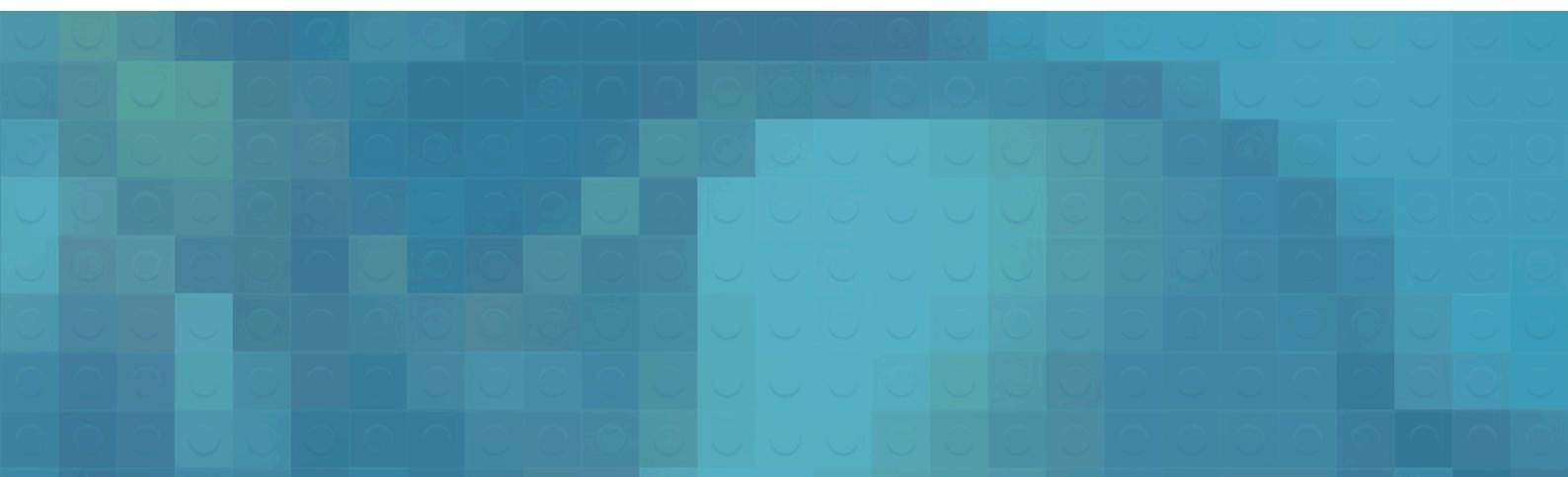
Support the implementation of HR policies and procedures.

- **Additional Responsibilities:**

Participate in club meetings and contribute to strategic planning discussions.

Stay informed about relevant HR best practices and trends.

Represent the HR department at club events and activities.

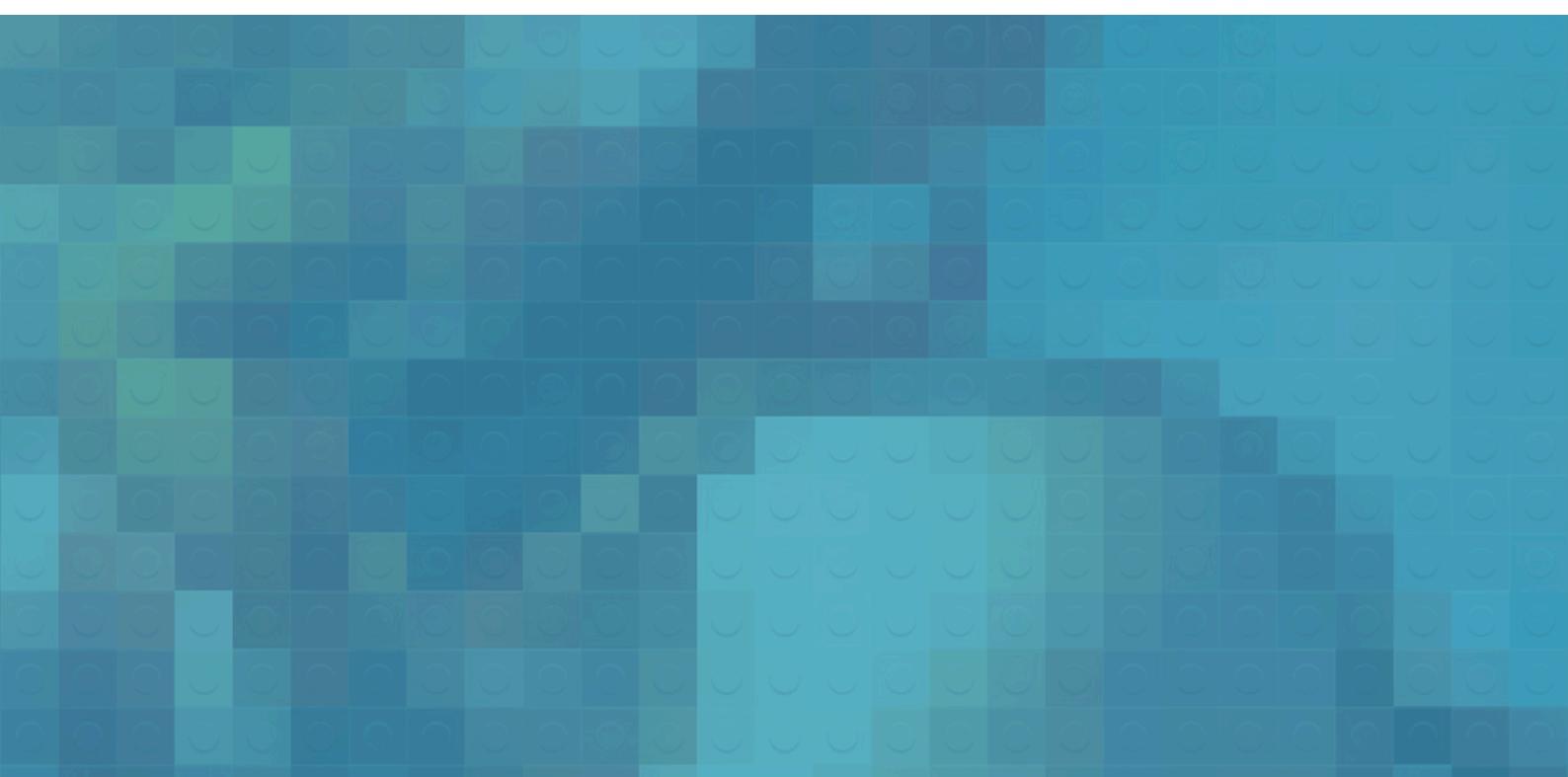


## **QUALIFICATIONS & SKILLS**

- Proficiency in using Microsoft Office applications (e.g., Word, Excel, PowerPoint, Outlook) for documentation, data tracking, and communication.
- Excellent interpersonal and communication skills.
- Strong organizational and time management abilities.
- Proactive and self-motivated.
- Ability to work both independently and collaboratively.
- Passion for technology and culture.

## **BENEFITS**

- Gain valuable experience in HR and event management.
- Develop leadership and teamwork skills.
- Network with fellow students and industry professionals.
- Contribute to a vibrant and inclusive community.
- Receive recognition for your contributions.



# **TECHNOLOGY DEPARTMENT**

# **RESPONSIBILITIES**

## **Software Development:**

- Collaborate with the project team to understand project requirements and translate them into efficient and maintainable code.
- Develop and implement software components, modules, and features according to project specifications.
- Write clean, well-documented, and testable code, adhering to best practices and coding standards.
- Participate in code reviews and provide constructive feedback to fellow developers.

## **Hardware Development:**

- Support the design, development, and testing of embedded systems and hardware components.
- Work with microcontrollers (e.g., Arduino, ESP32, Raspberry Pi) to implement embedded coding.
- Assist in circuit design and prototyping of hardware systems.
- Design and model mechanical parts using CAD tools like SolidWorks

## **Technical Collaboration:**

- Work closely with the Tech Lead and other developers to ensure seamless integration of code and adherence to project timelines.
- Contribute to the design and implementation of technical solutions, proposing innovative approaches and improvements.
- Participate in brainstorming sessions and contribute to the development of project ideas.

## **Problem-Solving:**

- Identify and troubleshoot technical issues, debug code, and find solutions to complex problems.
- Analyze and resolve software defects, ensuring the quality and stability of the project.
- Stay updated with the latest technologies and trends in software development.

## **REQUIREMENTS**

- Currently enrolled as a student at RMIT University Vietnam.
- Strong academic background in a technical field, such as:
  - Information Technology
  - Software Engineering
  - Electronic and Computer Systems Engineering
  - Robotics and Mechatronics Engineering (or a related field)
- Prior experience with project management methodologies (Agile preferred) is a plus.

## **Desired Skills for Software Enthusiasts:**

- Programming: Proficiency in one or more languages (e.g., Python, Java, C++, JavaScript).
- Software Development: Experience with version control (e.g., Git), debugging, and writing clean, modular code.
- Problem-Solving: Ability to identify and resolve software issues creatively and efficiently.
- Collaboration: Comfortable working with cross-functional teams to integrate software with hardware components when needed.

## **Desired Skills for Hardware Enthusiasts:**

- Embedded Systems: Familiarity with microcontrollers (e.g., Arduino, ESP32, Raspberry Pi) and embedded C/C++.
- Electronics: Basic knowledge of circuit design, soldering and sensor integration.
- Mechanical Design: Able to use CAD tools, such as SolidWorks, to design enclosures and mechanical components for hardware projects
- Debugging: Able to troubleshoot hardware-software integration or board-level issues.

## **For All Applicants:**

- Dynamic Communication: Ability to clearly articulate ideas, actively participate in discussions, and engage constructively with members across all teams and levels.
- Proactive Teamwork: A strong sense of collaboration with the initiative to not only contribute to tasks but also to foster a cohesive and integrated team environment.
- High Engagement & Motivation: A demonstrable passion for technology and the drive to actively participate in club activities, learn independently, and contribute to our shared mission.

## BENEFITS

- Gain hands-on experience in both software and hardware development.
- Develop and refine your programming skills, working on diverse and challenging projects.
- Build a strong portfolio of projects to showcase your technical expertise.
- Network with like-minded individuals and industry professionals within the Neo Culture Tech community.
- Access cutting-edge technologies and resources to support your project development.
- Enhance your personal and professional growth within a supportive tech community.

# **MARKETING & COMMUNICATION DEPARTMENT**

## **JOB DESCRIPTION**

Visual communication is a powerful tool for presenting and conveying understanding. By joining our Marketing & Communications team, you'll have the opportunity to transform ideas into compelling visuals that resonate with audiences. Your creativity will play a crucial role in developing innovative content that attracts and engages more people. This position is perfect for creative thinkers from any field, not just technology, enabling you to unleash your imagination and make a real impact.

# KEY RESPONSIBILITIES

- **Media Management**

Create engaging content to attract and engage the audience.

- **Visual Direction**

Provide compelling visuals to guide and enhance the audience's experience.

- **Idea Development**

Engage in a clear, straightforward ideation process, and be creative and vocal about your ideas to contribute to the club's success.

- **Additional Responsibilities**

Participate in club meetings and contribute to strategic planning discussions. Stay informed about relevant HR best practices and trends. Represent the HR department at club events and activities.

## **QUALIFICATIONS & SKILLS**

- Ability to use applications to manipulate and present ideas
- Creativity and content development
- Understanding digital marketing
- Encouraging self-improvement
- Passionate about aesthetic graphics

## **BENEFITS**

- Strong communication skills in the creative department
- Ability to use applications to present your ideas
- Adaptability and creative problem-solving under deadlines
- Develop leadership and teamwork skills.
- Network with fellow students and industry professionals.
- Receive recognition for your contributions.

# **RECRUITMENT TIMELINE**

## **Application**

30/6 - 17/7

## **Interview**

18/7 - 19/7

## **Result Announcement**

20/7

## **Training**

25/7 - 26/7

## **Reflection**

Week 12

## **On Board**

Week 13



**NEO CULTURE TECH**

**Website:**

rmitnct.club

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