



## Position Description – Project Coordinator, National Teaching Awards

### Position Details

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<b>Position Title:</b>	Project Coordinator, National Teaching Awards
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	College Office
<b>Campus Location:</b>	Based at the City campus but may be required to attend and travel to other campuses of the University.
<b>Classification:</b>	HEW 7
<b>Employment Type:</b>	Fixed Term
<b>Time Fraction:</b>	0.6 FTE – Contract until June 2026

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

### Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## STEM College

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The College of Science, Engineering and Health was renamed 'STEM College' in late 2020 in recognition of our leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. Under the leadership of DVC and Vice-President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity and Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEMM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

**We are here to positively impact the world and create the next generation of STEMM leaders.**

[www.rmit.edu.au/seh](http://www.rmit.edu.au/seh)

## Position Summary

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The Project Coordinator, National Teaching Awards supports the effective delivery of the national teaching awards program. Working closely with the Project Manager, the role focuses on high-level administrative and project coordination tasks, ensuring systems and stakeholders are aligned for successful program implementation. Responsibilities include managing campaigns, liaising with suppliers, coordinating resources, and supporting all phases of the project lifecycle to deliver strategic and operational outcomes across the higher education sector.

## Reporting Line

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Reports to: Project Manager, National Teaching Awards

Direct reports: n/a

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Under broad direction, support the planning, coordination, and execution of national teaching awards program across the full project lifecycle.
- Ensure project activities are delivered on time, within scope, and aligned with strategic objectives.
- Monitor progress and proactively address issues to ensure successful project outcomes.
- Provide high-level administrative support to ensure efficient day-to-day operation of the national teaching awards program.
- Manage documentation, schedules, workflows, and communications related to project activities.
- Liaise effectively with internal and external stakeholders, including suppliers, universities, and sector partners.
- Draft and coordinate professional correspondence, program materials, and stakeholder communications.
- Build and maintain strong, trust-based working relationships to support collaborative outcomes.
- Utilise digital tools such as SurveyMonkey Apply, Microsoft Forms, and mail merge to manage program data, applications, and reporting.
- Contribute to the ongoing evaluation of program effectiveness, including client satisfaction and operational efficiency.
- Identify and support the implementation of opportunities for continuous improvement and strategic enhancement.

## Key Selection Criteria

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1. Demonstrated experience providing high-level administrative and project support in a busy, stakeholder-focused environment.
2. Excellent organisational and coordination skills, with strong attention to detail.
3. Proven ability to manage multiple priorities simultaneously while maintaining a high standard of accuracy.
4. Written and verbal communication skills, including experience preparing a range of documentation and professional correspondence for diverse stakeholders.
5. Experience in working with various systems and tools, with a preference for platforms such as SurveyMonkey Apply, Mailchimp and Microsoft Forms.
6. Proven ability to work independently and collaboratively demonstrating initiative, sound judgment, and a solutions-focused mindset.
7. Ability to perform effectively under pressure and in a fast-paced environment.

## Qualifications

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Relevant qualification and/or experience in project administration and related disciplines.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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