



## Position Description – Administrative Officer

### Position Details

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**Position Title:** Administrative Officer

**College/Portfolio:** International

**School/Group:** Asia Hub

**Campus Location:** Primarily based at city campus, and the potential to work across other RMIT campuses as required.

**Classification:** HEW 6

**Time Fraction:** 1.0

**Employment Type:** Continuing

**Reporting Line:** Manager, Strategy and Development (Asia Hubs)

**No. of Direct reports:** Nil

### RMIT University

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RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. 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 campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

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

### Why Join RMIT?

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Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



**Inclusion Imagination Integrity Courage Passion Impact**

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## RMIT International

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RMIT International is responsible for advancing RMIT University's global strategy, partnerships and engagement. The Asia Hub leads RMIT's regional presence and initiatives across key Asian markets, deepening cooperation with governments, industry partners, multilaterals and institutions.

A collaboration between RMIT University and Asia Society Australia, the Asia Hub is a dynamic research, learning, and events hub based at the heart of RMIT's Melbourne City campus. The Asia Hub co-locates Asia Society Australia (ASA), the Australia Vietnam Policy Institute (AVPI), and the Australian APEC Study Centre (AASC).

## Position Summary

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The Administrative Officer provides high-quality administrative and financial support to the Asia Hub's operations, ensuring the effective coordination of processes, documentation, and financial activities. The role is responsible for maintaining accurate records, supporting financial processes including purchasing, invoicing and expenditure tracking, and assisting with financial acquittals in line with organisational policies and funding requirements.

Working closely with internal stakeholders and Finance, the Administrative Officer supports day-to-day operations, including coordinating logistics, maintaining systems and databases, and ensuring compliance with established processes. The role also contributes to improving administrative practices and supporting the efficient delivery of Asia Hub activities and events.

## Key Accountabilities

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- Provide high-quality administrative support across Asia Hub activities, including coordinating logistics, maintaining documentation, managing correspondence, and supporting day-to-day operations to ensure activities run efficiently and in line with established processes.
- Support financial administration, including raising purchase orders, processing invoices, tracking expenditure, and maintaining accurate financial records. Assist with budget monitoring and the preparation of financial acquittals, ensuring compliance with organisational policies and funding requirements.
- Support Asia Hub procurement, including ordering merchandise, office supplies, kitchen supplies, and conducting regular stocktakes to maintain accurate records of Hub assets and inventory.
- Manage facilities and maintenance for the Asia Hub, including logging and following up on maintenance requests and liaising with relevant teams for timely resolution.
- Support the administration of contracts, including drafting agreements, coordinating legal review, and managing TRIM and Workday processes.
- Coordinate staff onboarding and offboarding processes for the Asia Hub, including managing system setup, access, and other processes for incoming and departing staff.
- Maintain and manage operational records, ensuring documentation is accurate, up to date, and compliant with information management and audit requirements. Support the coordination of approvals and record-keeping processes.
- Assist with the coordination and delivery of events, workshops, conferences and meetings, including scheduling, logistics, supplier research and liaison, participant communication, travel arrangements, merchandise procurement, preparation of materials, and event day support, ensuring smooth event delivery and adherence to administrative procedures.
- Support the administration of digital systems and platforms (e.g. SharePoint, Asia Hub inbox and other databases), including maintaining data integrity, managing access, monitoring and triaging email enquiries, and ensuring information is stored and organised appropriately.
- Coordinate venue bookings for the Asia Hub space; coordinate RMIT venue bookings for Asia Hub partners.
- Prepare routine reports, summaries, and documentation, including supporting post-activity reporting and data collation as required.
- Contribute to the continuous improvement of administrative processes, systems, and templates to enhance efficiency, consistency, and compliance across Asia Hub operations.

## Key Selection Criteria

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1. Demonstrated experience in administrative support, including coordinating processes, managing documentation, and supporting operational activities.
2. Experience in financial administration, including processing invoices and payments, tracking expenditure, and supporting budgeting or acquittals.
3. Strong organisational skills and attention to detail, with the ability to manage records and ensure accuracy in a compliance-driven environment.
4. Proven ability to manage multiple tasks, prioritise effectively, and meet deadlines in a fast-paced environment.
5. Well-developed communication and stakeholder engagement skills, with the ability to work effectively across diverse teams.
6. Experience using enterprise systems and digital platforms (e.g. financial systems, SharePoint or similar), with the ability to maintain data accuracy and support system processes.
7. Demonstrated ability to contribute to improving administrative processes and systems.
8. Interest in, or understanding of, the Asia-Pacific region is desirable.

## Qualifications

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Relevant tertiary qualification and/or relevant experience

## Working with Children Check

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Appointment to this position is subject to holding a valid Victorian 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.