



Position Description – Admissions Officer

Position Details

Position Title:	Admissions Officer
College/Portfolio:	Operations
School/Group:	Global Marketing & Student Recruitment
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 5
Employment Type:	Fixed Term (Replacement Employee)
Time Fraction:	1.0

RMIT University

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?

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

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

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.

College/Portfolio/Group

The Global Marketing and Student Recruitment putting the student at the centre of everything we do, creating a differentiated brand proposition, developing integrated deep insights for all of our global students, and cultivating a differentiated and relevant service experience for those segments
www.rmit.edu.au

Position Summary

The Admissions Officer supports the international student recruitment and admissions functions through the assessment of applications, production of correspondence, data entry and related administrative tasks. The position also handles enquiries, provides advice to students and other interested parties, RMIT staff and external bodies on various matters related to international student admissions. The role also plays a significant part in the acceptance process through the lifting of conditions, checking payments in SAMS and issuing eCOEs.

Key Accountabilities

- Handle inquiries, provide information, advice and referrals to other services on/off campus, in relation to program information, fee inquiries, enrolment status, student visas, Overseas Student Health Cover and scholarships.
- Efficient, timely and accurate updating of student records in the database, scanning of documents received in hard copy, manage notifications and emails generated by the system as well as external emails and incoming phone calls.
- Assess international student applications and determine admissions suitability based on set entrance criteria particularly for lifting conditions and change of program.
- Other activities across the Operations area as required.

Key Selection Criteria

1. Excellent communication skills, with attention to detail.
2. Ability to work independently as well as in a team environment, manage heavy workloads, maintain accuracy and meet deadlines, ability to work under pressure and be able to adapt to changing work practices.
3. Demonstrated ability to work in an office environment and manage administrative tasks accurately, promptly and efficiently as well as understanding a variety of systems.
4. Highly developed self and work organisation skills, including ability to work quickly and accurately, to prioritise tasks and to use initiative.

Qualifications

Bachelor degree or equivalent combination of qualifications and relevant work experience

Working with Children Check

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.