



## Position Description – Admissions Senior Officer

### Position Details

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<b>Position Title:</b>	Admissions Senior Officer
<b>Position Number:</b>	TBC
<b>College/Portfolio:</b>	STEMM College
<b>School/Group:</b>	STEMM College Office
<b>Campus Location:</b>	Based at the City and/or Bundoora campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0 (flexible working arrangement requests will be considered)

### 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, Bundoora and Point Cook, along with other Victorian locations. There are also 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

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>

## **STEMM College**

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The STEMM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEMM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEMM College is a community of exceptional STEMM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEMM 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 STEMM 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 STEMM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEMM 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 STEMM, Diversity & 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)

## **STEMM College Office Professional Staff**

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The STEMM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four Schools across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program Lifecycle & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEMM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEMM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

## Position Summary

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The Admissions Senior Officer will assess applications for the selection of VTAC, International and Direct applicants in the College including applicants via RMIT Online, OUA or other partners as well as coordinating the assessment of credit requests from international students as part of the application process.

The Admissions Senior Officer will ensure a quick turnaround of enquiries and selection decisions and assist in improving the efficiency of the selection process. The position will also provide accurate advice to applicants and staff for direct admissions processes and strategies, handling selection queries and using initiative to resolve issues as well as interacting with other teams where necessary. The role guides junior members of team in learning the principles and process of selection and admission.

## Reporting Line

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Reports to: Selection and Admissions Senior Coordinator.

Direct reports: 0.

## 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, compliance with the RMIT Code of Conduct and compliance policies.

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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- Assess and finalise outcomes of online applications for direct applicants and VTAC applicants using the VTAC system, and internal RMIT systems (RAS, StudyLink).
- Ensure that outcomes are made in accordance with the University Admissions and Credit policy and using the agreed selection methodology.
- Prepare and deliver admissions advice to staff and students (current and prospective) in a professional and effective manner.
- Process applications including international credit requests efficiently to ensure a rapid turnaround from application to offer.
- Process offer outcomes as per direction provided by the Senior Coordinator.
- Respond to applicant enquiries via phone and email.
- Provide alternative offers or pathways where appropriate.
- Contribute to effective operation of the team.
- Lead and participate in continuous improvement and development initiatives.
- Guide and support new/junior members of the team with Admissions practices and policy advice.
- Assist the Senior Coordinator in intake management processes, and in the maintenance of admissions standards.
- Provide admissions reports and data as required.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Assist other teams across the portfolio and College as required within the scope of this classification
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values

## Key Selection Criteria

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1. Demonstrated experience and expertise in the provision of high-quality administration services, including a sound knowledge of relevant policies and procedures.
2. Demonstrated skills in the use of information and communication technologies.
3. Understanding of tertiary offerings where appropriate and of the admission requirements when needed.
4. Proven analytical and problem-solving skills with a demonstrated ability to investigate and make informed decisions regarding issues.
5. Demonstrated skills in managing time, setting priorities, planning and organising workloads.

6. Well-developed interpersonal skills, written and verbal communication skills, including ability to tailor communication styles to diverse audiences.

### Qualifications

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Relevant experience. A valid Working with Children Check is mandatory.

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