



Position Description – Coordinator, Assessments

Position Details

Position Title:	Coordinator, Assessments
College/Portfolio:	Office of the Vice-Chancellor
School/Group:	University Secretariat & Academic Registrar's Group
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 FTE
Employment Type:	Fixed Term
Fixed Term Reason:	Replacement Employee
Reporting Line:	Senior Coordinator, Assessments
No. of Direct reports:	N/A

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.



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.

The Office of the Vice-Chancellor

The Office of the Vice-Chancellor (OVC) Portfolio supports the Vice-Chancellor and President in all aspects of their work, and provides specialist strategic advice on, and has oversight of, enterprise governance, compliance, policy, regulatory, and student lifecycle functions, activities and services.

The OVC Portfolio comprises two groups: the Executive Office, and the University Secretariat and Academic Registrar's Group.

The Executive Office provides strategic, executive, and advisory support to the Vice-Chancellor, and facilitates their engagement with a diverse range of stakeholders including the university community, industry, external partners, as well as the executive and other stakeholders. The Executive Office sets and advises on the "rhythm of the business" to support the flow of ideas and actions across the University, and oversees executive operations including provision of advice and secretariat support for the University Executive Committee. The Executive Office also supports the Vice-Chancellor's strategic work program to ensure longitudinal alignment with RMIT's Mission, Vision, Strategy, and Values.

The University Secretariat and Academic Registrar's Group (USARG) is responsible for a range of governance, compliance, regulatory, and student lifecycle activities from enrolment through to graduation. The USARG operating environment is highly complex in view of more than 99,000 student enrolments across the University in both vocational and higher education programs at campuses in Melbourne, Europe and Vietnam, as well as at several offshore locations in conjunction with educational and industry partners.

The USARG has a staff establishment of around 145 EFT across Australia and Vietnam, and an operating budget in excess of \$20 million.

Core University services provided by the USARG include: **Academic Governance and Systems:** government reporting, systems operations, academic and admissions governance; invigilated assessment (accreditation compliance); **Enrolment and Student Records:** student financials governance, student records, enrolment compliance and records, student visa and identity compliance, and global student records; **Completions and Graduations:** program completions and graduation ceremonies; **University Secretariat:** Council Committees and controlled entities; **Education Regulation, Compliance and Assurance:** regulatory compliance and assurance; **Office of the University Secretary and Academic Registrar:** complex and high risk student matters, external review and stakeholder requests, privacy and freedom of information, compliance, central policy, and contract services.

<https://www.rmit.edu.au/about/governance-management/rmit-structure/ovc>

Position Summary

The Coordinator, Assessments is primarily responsible for supporting all aspects of centralised assessments across the University and to support the successful delivery of strategic projects across the ARG. The incumbent will work collaboratively with stakeholders to successfully undertake scheduling, communications, and data management across a range of activities.

Key Accountabilities

- Undertake scheduling, clash-free timetabling, communication and required data of all centralised assessment in line with accreditation requirements.
- Create and maintain data management required for running centralised assessments, including attendance lists, seating plans and communication.
- Collaborate closely with Equitable Learning Services to ensure students with assessment adjustments are adequately accommodated.
- Support with invigilator enquiries.
- Book required venues with RMIT Property Services under the direction of the Senior Coordinator, Assessments.
- Identify and meet internal and external stakeholders' needs in a timely and professional manner through building effective relationships and develop quality responses to a wide range of queries.
- Provide accurate information and advice related to policies, processes, procedures and instructions to students, schools, colleges and others in an accurate, timely and courteous matter.
- Work collaboratively and contribute to working parties and project work undertaken by the Academic Registrar's Group.
- Develop and maintain documentation and provide other support and input as directed to ensure effective administrative processes and communication.

Key Selection Criteria

Essential:

1. Demonstrated effective and efficient administration, data management, problem solving and attention to detail.
2. Highly organised with sound time management skills and a proven ability to manage multiple tasks adjusting workload priorities to accommodate conflicting deadlines in a complex environment.
3. Experience in understanding system linkages, trouble-shooting issues, documenting and implementing processes and improvements.
4. Demonstrated high level interpersonal skills, with the ability to confidently manage relationships and communicate effectively in a professional and diplomatic manner.
5. Highly developed communication skills with the ability to compose targeted, relevant correspondence and to present information for a variety of purposes.
6. Demonstrated event planning skills and the ability to case manage sensitive matters.
7. Ability to work as part of a team and independently to achieve business objectives combined with a flexible, positive can-do attitude with demonstrated agility in changing environments.
8. High level of computer literacy, including Microsoft Office 365 applications such as: Word, Excel, PowerPoint, Teams, SharePoint, Outlook, Adobe, and internet tools

Desirable:

- Ability to devise, recommend and implement improvements to policy and procedures pertaining to areas of responsibility.
- Demonstrated ability to research, prepare and analyse reports and papers related to the position's area of responsibility.

Qualifications

Relevant tertiary qualification and/or experience in a similar role

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.