



Position Description – Coordinator, Industry and Alumni Engagement

Position Details

Position Title:	Coordinator, Industry and Alumni Engagement
College/Portfolio:	College of Business and Law
School/Group:	Strategy, International and Engagement
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 7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

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>

College/Portfolio/Group

RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research informed by industry, which supports its strong position as a College at the intersection of business and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

As one of the largest Business Schools in the Asia Pacific region, the College is comprised of five schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Degree to PhD levels.

The College's Business and Law programs are delivered in Melbourne as well as through RMIT Online, with its Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and delivers programs to over 26,000 students.

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: <https://www.rmit.edu.au/about/schools-colleges/college-of-business-and-law>

Position Summary

The Coordinator, Industry and Alumni Engagement supports the College of Business and Law by coordinating activities that strengthen industry partnerships and alumni engagement. This role will contribute to the development and implementation of integrated communication, engagement, and relationship building initiatives that enhance the College's reputation, foster long-term alumni connections, and deliver meaningful outcomes for industry partners, alumni, staff, and students.

The role will work collaboratively across the College, with research centers, professional services, academic leaders, and the RMIT Alumni & Philanthropy team, ensuring alignment with university-wide strategies and priorities.

Reporting Line

Reports to: Associate Director, Strategic Partnerships

Direct reports: Nil

Organisational Accountabilities

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

- Coordinate initiatives that build and maintain strong relationships with alumni and industry partners.
- Support the implementation of the College's strategic plan, fostering active participation in College and University activities.
- Manage alumni and industry partner data, maintain accurate records in CRM systems, and provide data-driven insights.
- Plan and implement integrated engagement and communication campaigns (online, print, social media, events) that showcase alumni, industry, and research achievements.
- Develop content and collateral to promote the College's partnerships, successes, and opportunities.
- Support and coordinate strategic industry and alumni events, including seminars, networking forums, and roundtables.
- Liaise with research centers, academic leaders, and professional staff to support engagement initiatives.
- Work closely with the College Communications team, RMIT Alumni & Philanthropy, and external stakeholders to align activities with broader RMIT strategies.
- Support the team in managing alumni and industry enquiries.
- Prepare reports on campaigns, events, and initiatives, including success measures and analytics.
- Monitor engagement outcomes and identify opportunities for innovation and process improvement.
- Maintain knowledge of College and University initiatives to ensure timely promotion and stakeholder engagement.
- Undertake other engagement and communications-related duties as directed, within the scope of this classification.

Key Selection Criteria

1. Demonstrated experience in coordinating engagement initiatives, projects, or events, ideally within higher education or industry partnership contexts.
2. Strong communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders, including alumni, industry partners, and academic staff.
3. Experience managing CRM systems, databases, or similar tools to support engagement and reporting.
4. Demonstrated ability to develop content and implement integrated communication and engagement plans across multiple platforms.
5. Strong organisational and project management skills, with the ability to manage multiple priorities, meet deadlines, and deliver high-quality outcomes.
6. Analytical and problem-solving skills, with experience in measuring outcomes and applying insights to improve future initiatives.
7. Ability to work collaboratively across teams and build effective, long-term relationships with stakeholders.

Qualifications

A relevant tertiary qualification and/or extensive experience in stakeholder engagement, communications, or a related field.

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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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