



Position Description – Coordinator, International Engagement and Projects

Position Details

Position Title:	Coordinator, International Engagement and Projects
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, International Engagement and Projects provides support to the Strategy, International & Engagement Portfolio within the College of Business and Law. The role is responsible for coordinating a diverse range of initiatives that foster international partnerships, strengthen offshore recruitment and mobility, enhance alumni engagement, and deliver meaningful outcomes for the College and its global stakeholders.

Key responsibilities include coordinating offshore partnership activities and recruitment initiatives, conducting market research, developing engagement materials and collateral, and aligning College priorities with international recruitment strategies. The role also involves coordinating training programs and study tours and working collaboratively with internal colleagues and external partners to ensure the effective delivery of international initiatives.

In addition, the Coordinator, International Engagement and Projects manages partnership data, monitors engagement outcomes, and contributes to reporting and continuous improvement processes to ensure the sustainability and long-term impact of the College's international strategy.

Reporting Line

Reports to: Academic Director, International and Engagement

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 the delivery of international engagement initiatives and events across the College, ensuring alignment with CoBL's international strategy.
- Provide administrative and logistical support for international delegations, study tours, short programs, and inbound/outbound mobility experiences.
- Support and liaise with academic and professional staff across the College, Global teams, and key RMIT central units to facilitate seamless delivery of international engagement activities.
- Coordinate with external stakeholders including partner institutions, recruitment agents, industry, government bodies, and alumni.
- Develop and maintain high-quality international engagement materials, including presentations, promotional content, and briefing papers tailored to diverse audiences.
- Draft clear and effective communications and reports for both internal and external stakeholders.
- Conduct basic market research and prepare briefings, proposals, and presentation materials to support new partnership opportunities and strengthen international engagement.
- Maintain and manage accurate partnership and project data in relevant systems.
- Contribute to reporting processes including data tracking, impact assessment, and continuous improvement initiatives.
- Support offshore recruitment by aligning program priorities with market needs and working with recruitment teams to prepare College representatives for international engagements.

Key Selection Criteria

1. Demonstrated experience in project coordination, ideally within international education, partnerships, or recruitment contexts.
2. Strong understanding of international business practices, cultural nuances, and the dynamics of global collaboration.
3. Excellent communication skills, with the ability to build strong relationships with a wide range of stakeholders.
4. Proven ability to manage multiple projects simultaneously, delivering quality outcomes under tight timelines.
5. High level of organisational and analytical skills, with experience using CRM systems and project management tools.
6. Collaborative and proactive mindset with ability to work across teams and contribute to a positive team culture.

Qualifications

A relevant tertiary qualification and/or extensive relevant experience.

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:
------------------	--	------------------	--