



Position Description – Executive Assistant to Dean of School

Position Details

Position Title:	Executive Assistant (Dean of School)
College/Portfolio:	Design and Social Context
School/Group:	School of Fashion and Textiles
Campus Location:	Based at the Brunswick campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 6
Employment Type:	Fixed Term
Time Fraction:	1.0 FTE

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

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>

The Design and Social Context College

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society. Comprised of nine schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience. We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice. Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice.

The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally.

For more information see www.rmit.edu.au/dsc

School of Fashion and Textiles

The School of Fashion and Textiles is world renowned as a dynamic and progressive educational leader whose impact influences the future of fashion and textiles.

Informed by global awareness and astute knowledge of industry, the school leads in creative and entrepreneurial practices. Staff are engaged as both practitioners and researchers, and are active as fashion and textile designers, curators, technology drivers, business innovators and leaders of industry. Their expertise and active engagement with all levels of industry allows students to stay up to date with current sector needs throughout their studies, meaning that graduates are highly sought after by industry and can find positions in all areas of the global fashion and textiles value chain. Students make their mark through sustainable and independent design practices and contribute significantly to management and business operations through strategic fashion entrepreneurship.

The School of Fashion and Textiles continues to develop new environments for delivering programs.

The main campus at Brunswick houses 'state of the art' facilities, including the Centre for Materials Innovation and Fashion Futures (CMIFF), design studios, enterprise hubs, advanced manufacturing and bespoke making spaces. While the city campus has an integrated design, making, thinking workshop space for the 4th year of the Bachelor of Fashion (Design) (Honours), and Bachelor of Textiles (Design) (Honours), as well as Masters of Fashion (Design) and creative practice HOR candidates.

For more information, visit [School of Fashion and Textiles - RMIT University](#)

Position Summary

The role of the Executive Assistant is a high-level role focused on providing premium executive and administrative support to the Dean of the School. The position is responsible for the management of all administrative functions within the Dean of Schools office and assists the Dean on matters of management, leadership, planning and policy.

The Executive Assistant is also responsible for coordinating external public relations activity for internal and external stakeholders including the management of the School Website ensuring currency and accuracy. The Executive Assistant will liaise with and promote the school with industry, government and University officials at all levels and initiate related correspondence.

Reporting Line

Reports to: Dean of School

Direct reports: None

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.

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

1. You manage the Dean's work schedule including diary management (electronic), prioritise emails. This also ensembles the management of Dean's diary.
2. Arranging conferences internal/external; and screening of and responding to enquiries with minimal direction.
3. Provision of high-quality administration including establishing and maintaining effective filing systems, registration and distribution of mail, drafting of correspondence, preparation of minutes, agendas and presentations and, arranging purchases and process claims for expenses incurred by the Dean including travel and other miscellaneous expenses.
4. To act as secretary at School governance meetings as requested by the Dean and School Manager. Prepare and track timelines for finalising and distributing agendas and meeting papers, and co-ordinate follow- up action and outstanding issues from minutes.
5. Follow up and provide direction consistent with School strategy to Managers of the School to ensure appropriate action and responses are received on matters referred to them by the Dean.
6. Provide a professional standard of support to the Dean and assist with the implementation of revised RMIT policies and procedures across the school ensuring compliance
7. Support in the recruitment, appointment and induction of staff to the school, including preparation and follow-ups with increments and due to end reports.
8. Coordinate all school marketing and PR activity in conjunction with Portfolio Marketing Team and RMIT International. Related to the development and procurement of merchandising support including website design.
9. Event co-ordination and management including seminars, forums, meetings and conferences and arrange catering and equipment as required.
10. Liaise with senior personnel within the University, Government departments and private industry.

11. Any other duties and special projects as required.

Key Selection Criteria

1. High level skills in providing administrative support at a senior level.
2. Excellent organisational skills. Must be proactive and level-headed under pressure.
3. Outstanding communication, organisation and project management skills, and the ability to manage conflicting demands and show initiative in resolving problems.
4. Superior communication skills, including the ability to initiate and prepare correspondence, briefing papers and reports.
5. Understanding of correspondence management systems in a large and complex environment.
6. Capability in marketing support that would include PR development and merchandising support.
7. Strong computer literacy including word processing, spreadsheet and database skills, electronic mail systems and digital document management.
8. Previous experience in a senior administrative/marketing role and the ability to demonstrate confidence in communicating effectively at all levels internally & externally.

Qualifications

Qualification: A relevant tertiary qualification and / or significant administrative expertise in a tertiary education or similar customer service environment.

Note: Appointment to this position is subject to passing a Working with Children check.

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