



Position Description - Industry Engagement Coordinator STEM

Position Details

Position Title:	Industry Engagement Coordinator STEM
College/Portfolio:	STEM College
School/Group:	STEM College
Campus	Office
Location:	Based at the City or Bundoora campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment	Continuing
Type: Time	1.0
Reports to:	Engagement
Manager Direct reports:	Nil

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.



Inclusion Imagination Integrity Courage Passion Impact

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.

College/Portfolio/Group

STEM College

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

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

STEM 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 STEM leaders.

Position Summary

The Industry Engagement Coordinator, STEM will provide efficient and effective support for industry engagement, focusing on recruiting student placement sites that align with program needs and the College and University's strategy and values. This role's primary focus is to liaise with industry professionals and College staff to source high-quality engagement opportunities. Working within the Business Development and Partnerships portfolio, this role supports a wide range of business development opportunities across the STEM College, requiring a multidisciplinary approach to some partnerships.

The Industry Engagement Coordinator STEM will also support WIL/Industry Engagement events for partners and develop marketing materials to recruit new WIL placement sites. This role will also be required to actively contribute to the team culture and seek continuous improvement of processes and systems, while also mitigating risk.

Key Accountabilities

- Provide efficient and effective industry engagement for the recruitment of placement sites for Work Integrated Learning.
- Implement the College's Industry Engagement strategy with a focus on sourcing high quality partnerships that align to program needs, with a focus on STEM disciplines.
- Identify and liaise with relevant professionals across STEM Industries.
- Manage ongoing relationships with industry partners.
- Continuously use and improve processes and systems, while mitigating risk.
- Develop and disseminate materials to support the recruitment of new industry engagement opportunities.
- Provide input into and support for the management of School and College Industry events.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.

- This role may occasionally be required to work non-standard hours and leave restrictions may apply during peak periods.
- Assist other teams across the portfolio and College as required within the scope of this classification.

Key Selection Criteria

1. Demonstrated ability to work and promote STEM college programs to industry, with a focus on WIL opportunities.
2. Demonstrated communication, relationship building, and negotiation skills to work collaboratively with academic and professional staff, students, and external clients from diverse cultural backgrounds.
3. Understanding of industry sectors related to STEM College programs and their relation to Work Integrated Learning.
4. Exposure and knowledge of industry growth areas related to the STEM college and their associated innovative ecosystem.
5. Demonstrated ability to work across a business development workflow, including lead generation, conversion, and account/relationship management.
6. Demonstrated ability to build and retain effective relationships at all levels within an organisation.
7. Proven initiative and problem-solving skills, with the ability to act without specific direction where appropriate.
8. Demonstrated administrative, organisational and time management skills with proven ability to re-adjust workload priorities to meet conflicting deadlines.
9. Demonstrated proficiency in computer software packages, working with accuracy and attention to detail.
10. Demonstrated high level capability and commitment to continue to develop cultural competency.

Qualifications

Relevant qualification and/or relevant industry experience.

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.

Note: For guidance on interview questions, please contact the Talent Acquisition team.