



## Position Description – Officer, HDR Admissions and Scholarships

### Position Details

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**Position Title:** Officer, HDR Admissions and Scholarships

**College/Portfolio:** Research and Innovation Portfolio **School/Group:** School of Graduate Research

**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:** Coordinator, HDR Admissions and Scholarships

**No. of Direct reports:** 0

### RMIT University

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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?

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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

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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

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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

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Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

## Position Summary

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The Officer, HDR Admissions and Scholarships will work as part of the HDR Administration team particularly focused on admissions and scholarships. The incumbent is responsible for the administration of selection and admission processes for higher degree by research (HDR) applicants and the management and administration of the HDR scholarship and grant schemes administered by the School of Graduate Research and is a key point of contact for students and staff regarding such schemes.

The incumbent will be a source of knowledge on HDR selection, admission and scholarship policy, procedures and processes for staff and students, will support new initiatives aimed at improving the student experience, and will also be required to contribute to policy and procedural development and implementation.

## Key Accountabilities

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- Monitor, advise and implement the effective admissions process for all applicants to higher degrees by research programs;
- Contribute to the review, development and implementation of policy and processes pertinent to higher degrees by research with a particular focus on identifying areas for improvement in the administration of admission and scholarships;
- Contribute to the day to day processing of applications, acceptances, scholarship payments and email received, understanding the time sensitive nature of this work and the need to maintain quick turnaround times.
- Liaise with key stakeholders in R&I, Colleges and Schools such as, HDR Delegated Authorities and Administrators as well as staff in International and Finance to ensure the efficient administration of admission and scholarship-related activities;
- Administer grant and scholarship schemes aimed at supporting the positive HDR experience, including the coordination of application and selection processes for the schemes as well as their ongoing administration;
- Assist in the coordination of marketing and advertising of relevant HDR scholarship and grant schemes;
- Maintain and provide statistical information and reports as requested on higher degree by research applicants and scholarship program
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I
- Perform other duties as directed within the scope of this classification.

## Key Selection Criteria

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### Essential:

- Extensive relevant administrative experience in a complex environment, including problem solving capacity and the ability to prioritise effectively while completing tasks with a high level of accuracy and attention to detail.
- Demonstrated ability to identify needs, prepare guidelines and provide advice consistent with government and university policy; and to plan, develop, implement and improve processes to support such policy.
- Well-developed oral and written communication skills and an ability to work effectively with people at all levels of the organisation.
- Ability to interpret policy and procedures and convey these to different audiences.
- Demonstrated ability to work effectively within a team environment.
- Proficiency with computers and various software packages, including Microsoft Access, Excel and Word, electronic mail and internet.

### Desirable:

- Knowledge and experience of issues associated with research in a University environment preferably those specific to Higher Degree by Research students.
- Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.

## Qualifications

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A relevant tertiary qualification or equivalent combination of qualifications and relevant work 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 statutory requirements and our ways of working. employment at RMIT.

## Working with Children Check

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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.