Position Description – Project Officer, Admissions

Position Details

Position Title:	Project Officer, Admissions
Position Number:	NEW
College/Portfolio:	International and Engagement
School/Group:	Experience
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 6
Employment Type:	Fixed term position until 30 May 2025
Time Fraction:	1.0

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.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa– a "commitment to share" - an important step in our reconciliation journey.**
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in university rankings

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.

- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

College/Portfolio/Group

The International and Engagement portfolio is responsible for RMIT's international strategy and agenda, including international development and partnerships and oversight of our international operations including RMIT Vietnam and RMIT Europe.

It also incorporates the University's key engagement functions including communications, experience (global marketing, global student recruitment, alumni), and business development and partnerships.

The Experience function's vision is to bring to life RMIT's 2020 strategy by putting the student at the centre of everything we do, creating a unique brand proposition, developing integrated deep insights for all of our global students, and cultivating a differentiated and relevant service experience for all audiences.

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Position Summary

This role is critical to the effectiveness of the International and Engagement Portfolio. The Admissions Project Officer will work in collaboration with operational units across the Pathways and Operations teams to support both cyclical and ad-hoc system-based projects that support key Admissions activities for international and domestic students, provide a high level of systems operational analysis and process advice to bring about improvements to University's activities. The underpinning project of this role is the management of process, system and key activities throughout the year to support the annual VTAC cycle.

The Admissions Project Officer will assist in the delivery of services to students by validating critical data for accuracy from the University's primary admissions and associated systems and applications and will support key staff across Admissions related projects, particularly related but not limited to VTAC as well as 'Business as Usual' activities. Other tasks will include participation in systems projects offering advice regarding student administration processes; undertake User Acceptance Testing; collect and document business requirements for system development and participate in project workshops.
During peak VTAC periods, the Admissions Project Officer will be required to work outside of normal working hours or on weekends where certain processes or workloads necessitate.

Reporting Line

Reports to: VTAC Liaison Senior Advisor, Pathways and

Operations 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.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, are up to date.

Key Accountabilities

- Support strategic Admissions projects related to VTAC admissions and related systems.
- Undertake system configuration for admissions and administration systems as well as inter - related systems.
- Participate in Admissions system projects, offering specialised advice regarding student administration processes, collect and document business requirements for system development; participation in project workshops and contributing to continual process improvement.
- Ensure the integrity (Quality Assurance) of student data: imported and exported from the student management system; configured in the system and any data analysis that is undertaken.
- Provide a high standard of service to internal and external stakeholders, including expert advice on admissions policies and work practices; engage in regular liaison with staff involved in admissions and related activities

- Ability to understand policy across VTAC, University, government legislation and regulators by interpreting and applying them to daily tasks.
- Analyse and report on admissions processes and systems; develop recommendations for improvement; plan and lead improvement projects under broad direction.

Key Selection Criteria

1. Demonstrated knowledge with experience in the use of databases; reporting tools and the relationship between system set up and the associated administrative processes and practices.
2. Demonstrated experience to understand system linkage and process improvement.
3. Demonstrated ability to undertake system analysis; data analyse and troubleshoot issues.
4. Ability to prioritise work and to manage conflicting deadlines without compromising quality.
5. Commitment to working as part of a team, including the ability to assist or guide others in areas where experience has been gained.
6. Demonstrated communication skills: document and present issues, solutions and processes to wide ranging internal audience.
7. Ability to work productively within an environment that is subject to and embraces change with a focus towards improvement.
8. Ability to ensure data integrity through demonstrated attention to detail and quality data input
9. Understanding the process used for gathering business requirements for projects, would be an advantage but not essential.

Qualifications

- A bachelor's degree and/or substantial relevant experience are required; or an equivalent combination of relevant experience and/or education/training.
- Experience within both the Higher Education and Vocational Education and Training sectors, preferably in admissions and selection of applicants.
- Understanding of VTAC policy and protocols, and experience using VTAC systems (ViaOnline, VOICES) for the purposes of maintaining published course offerings and undertaking student selection.
- This role requires satisfactory confirmation of a Working with Children Check.

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