



## Position Description – Senior Admissions Officer

### Position Details

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<b>Position Title:</b>	Senior Admissions Officer
<b>College/Portfolio:</b>	International & Engagement
<b>School/Group:</b>	The Experience Group
<b>Campus Location:</b>	Based at the City campus, however, may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0 FTE

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, 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

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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

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The "Experience" Group's vision is to bring to life RMIT's 2031 strategy by putting the student at the centre of everything we do, creating a differentiated brand proposition, developing integrated deep insights for all our global students, and cultivating a differentiated and relevant service experience for those segments.

The Experience team provides expert support and services, including international recruitment, pathways, admissions, digital, conversions and business intelligence. The team also oversees our relationships with our Alumni community.

Visit the [Experience](#) web page.

## Position Summary

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The Senior Admissions Officer processes international student applications, undertakes assessment of qualifications and facilitates selection of students for RMIT programs. The position also undertakes recruitment and other tasks related to admissions and ensures the application and selection processes achieve recruitment targets and meet customer service standards.

## Reporting Line

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Reports to: Admissions Coordinator

Direct Reports: Nil

## Organisational Accountabilities

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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

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- Process the admission of international students through efficient, timely and accurate assessment of applications including assessment against the Genuine Temporary Entrant (GTE) framework.
- Demonstrate effectiveness of work in a team and independently.
- Demonstrate an excellent understanding of University programs including academic and English entry requirements.

- Identify, recommend and document qualifications for the University's recognition and inclusion into RMIT's pathway/articulation documents. Suggest possible improvements in admissions procedures with the overall aim of improving application turnaround time.
- Other activities across the Operations area as required.

**Key Selection Criteria**

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1. Knowledge of the assessment of international qualifications and Genuine Temporary Entrant criteria in the tertiary education system or an area related to international students.
2. Ability and willingness to work effectively, both in a team and independently. Self-motivated and ability to manage competing priorities and meet deadlines, ability to work under pressure and the capacity to resolve work issues with limited assistance.
3. Well-developed skills in handling large amounts of detailed information and in working with complex criteria-based systems and procedures; with the ability to analyse, report and recommend.
4. Strong communication skills.

**Qualifications**

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Bachelor degree and relevant work experience 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 employment at RMIT.

**Other**

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- Occasional travel within Australia or overseas to participate in recruitment activities.
- Attending work events after hours, on occasion, may be required.
- Flexibility to work after hours may be required during peak periods.
- A current Working with Children Check is required

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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