



Position Description –

Position Details

Position Title:	Student Activities Officer (Club Projects)
College/Portfolio:	Education
School/Group:	Students
Campus Location:	Primarily based at City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 4
Time Fraction:	0.4
Employment Type:	Fixed Term
Fixed Term Reason:	Specific Task or Project
Reporting Line:	Clubs & Societies Program Coordinator
No. of Direct reports:	N/A

RMIT University

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

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Position Summary

This role will support the Student Life clubs program by assisting with the implementation of requirements arising from the University's response to the National Higher Education Code of Prevent & Respond to Gender-Based Violence.

Working under the direction of the Clubs & Societies Program Coordinator, the role will help apply existing policies and procedures within the clubs context by coordinating resources, supporting training delivery, promoting reporting pathways, and ensuring required documentation and compliance activities are completed.

A key outcome for the project is the creation and organisation of a practical suite of implementation resources for Student Life clubs.

This fixed-term project role operates from 1 February to 18 December 2026 and focuses on supporting the one-off uplift required to meet new national obligations.

Key Accountabilities

- Support clubs to implement RMIT requirements for preventing and responding to gender based violence (GBV), including Codes of Conduct and mandatory training.
- Monitor compliance and maintain accurate records of training and documentation.
- Identify risks, provide practical guidance, and escalate concerns in line with University procedures.
- Assist with child-safe processes for under-18 students, ensuring safeguards and documentation are applied.
- Contribute to audits and reviews relating to GBV, child safety, governance and compliance.
- Provide day-to-day administrative and operational support to Student Life Clubs, including governance and risk processes.
- Assist in coordinating, delivering training and development activities for club leaders.
- Undertake other duties to support a safe, inclusive and positive club environment and enhance the Student Life Clubs programme.

Key Selection Criteria

Essential:

1. Experience in a leadership capacity within a University student clubs program or relevant experience
2. Well-developed communication and interpersonal skills, with the ability to work effectively with students and internal stakeholders.
3. Ability to learn and apply processes relating to gender-based violence (GBV) prevention and response, child safety requirements and working with under-18 students.
4. Strong organisational and problem-solving skills, with the ability to manage competing priorities and meet deadlines.

Desirable:

5. Experience in working accurately with detailed information and providing high-level administrative support in a University environment or similar large and complex organisation.
6. Proven ability to work effectively as a flexible team member committed to achieving own and work team goals and priorities, and to continuous improvement.

Qualifications

A combination of relevant experience and/or education/training.

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.