



## Position Description – Student Programs Coordinator (Mentoring)

### Position Details

**Position Title:** Student Programs Coordinator (Mentoring)

**College/Portfolio:** Education

**School/Group:** Students Group

**Campus Location:** Primarily based at City campus, and the potential to work across other RMIT campuses as required.

**Classification:** HEW 7

**Time Fraction:** 1.0 FTE

**Employment Type:** Continuing

**Fixed Term Reason:** N/A

**Reporting Line:** Manager, Student Employment

**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

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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.

## Education Portfolio

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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.

## Students Group

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The Students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce. We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference.

We welcome a diversity of perspectives and are inclusive in our approach to work. We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds, at various stages of their careers and including RMIT students. We are a values-led organisation and we value imagination, agility, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students.

## Position Summary

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The Student Programs Coordinator (Mentoring) will be responsible for the coordination and day-to-day operations of the RMIT University Career Mentoring programs. The position also executes in-program stakeholder management, hosts employers and industry at employment-related events, provides regular performance reporting, oversees the programs quality assurance strategy, and (at peak times) may lead one administrative assistant.

## Key Accountabilities

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- Coordinate and oversee all administrative tasks needed to support the day-to-day operations of a range of employment-related career mentoring programs.
- Respond to all stakeholder enquiries both face-to-face and electronically and use a range of online and social media platforms to communicate with stakeholders.
- Coordinate employment-related mentoring events, group sessions, workshops and seminars. This will involve hosting employers, industry and professional associations, community organisations and internal stakeholders on campus and online.
- Manage the Career Mentoring management system, Chronus. This involves liaising with key Chronus representatives, remaining up to date with system upgrades and ensuring the system functions effectively for all users.
- Collaborate with the Industry Experience and Career Development teams and contribute to careers service projects, as required.
- Support the Industry Experience team events, programs and sessions, as required.
- Contribute to the ongoing Industry Experiences team strategy and targets.
- Other duties consistent with the level of the position and focus for the Industry Experience team, as required.

## Key Selection Criteria

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### Essential:

1. Proven analytical, planning, organisational and project management skills.
2. Confident communication and networking skills to maintain relationships with a wide range of internal and external stakeholders including industry partners, RMIT students, alumni and staff.
3. Capacity to think and work innovatively, effectively and flexible in a fluid multi-disciplinary team environment.
4. Ability to work cooperatively as a member of a team to achieve identified goals.
5. Strong computer literacy skills with demonstrated information technology capabilities with a large range of software, including Microsoft Office suite, databases, mentoring software (preferred) email and web management, with the capacity to quickly learn new systems.
6. Strong presenting skills to host and facilitate employment-related group mentoring events.

## Qualifications

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A tertiary qualification in a relevant discipline and/or relevant professional experience at a similar level.

## 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.