



Position Description – WIL Administrator

Position Details

Position Title:	WIL Administrator
Position Number:	50005457
College/Portfolio:	Design and Social Context
School/Group:	School of Education
Campus Location:	Based at the Bundoora West campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 5
Employment Type:	Continuing
Time Fraction:	1.0FTE

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

The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The college has 24,500 students and over 1,000 staff located in 8 schools.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practise led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

For more information see www.rmit.edu.au/dsc

School of Education

The School of Education is one school within the College of Design and Social Context and offers undergraduate and postgraduate studies in education, pre-service teacher education, early childhood education, educational research, professional learning and short courses.

The School is committed to teaching, research and engagement that improves the quality of education, work and life for people and systems in formal and informal settings. Collaborating with a variety of partners, we strive to co-create teaching, learning and professional development experiences that are engaging, industry responsive and evidence-informed. The school's research is innovative, with academic staff and HDR students employing a variety of traditional and cutting-edge methods and theories that contribute to our understanding of education in domestic and international education settings. We examine important educational issues, and work to contribute new insights that will advance equity, excellence and efficiency that benefits individuals and educational organisations in the spirit of reconciliation.

Position Summary

The WIL Administrator position shares responsibility for supporting first class field education, Work Integrated Learning and mobility experiences for the School of Education students across all programs, modes and locations. The incumbent will provide timely and accurate information, advice and service to both internal and external clients of the School of Education.

The incumbent will also provide general administrative support including course and program administration, promotional, and general administrative support for the activities undertaken by the Professional Experience Office.

Reporting Line

Reports to: WIL Coordinator

Direct reports: Nil

Key Accountabilities

1. Provide efficient and effective administration to the full range of student mobility and work integrated learning options available to the School of Education students across all programs, models and locations.
2. Participate as an effective and flexible member of the Professional Experience Team and contribute to a culture of collaboration and continuous improvement through assisting with streamlining processes, communication lines and support services, and participating in key RMIT forums as required.
3. Maintain effective working relationships with all relevant stakeholders; use effective and appropriate communication in dealing with internal and external contacts.
4. Prepare a range of written communications that may require interpretation and advice on issues relating to University Policy and Procedure when it comes to WIL, referring more complex matters onto more senior members of the team as required.
5. Actively participate in School's continuous improvement processes, identifying opportunities for improvement, providing feedback to relevant areas and contributing to the streamlining of academic service processes, communication lines and support services

Key Selection Criteria

1. Experience in working accurately with high volume detailed information and providing high-level administration in a WIL and/or mobility environment within a University or similar large and complex organisation.

2. Excellent oral and written communication skills, including the ability to negotiate successful outcomes with a wide range of stakeholders.
3. Demonstrated enthusiasm, energy and self-motivation, with a commitment to quality service delivery and a strong ability to problem solve.
4. Highly developed administration and customer service skills, including the ability to plan, prioritise, monitor, and evaluate, to meet the needs of a busy office in a multi-faceted role.
5. Demonstrated high level of computer literacy including: Microsoft, CRMs, email, internet and electronic document management applications.
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.
7. Demonstrated ability to meet tight deadlines under pressure with flexibility, initiative and persistence.

Qualifications

A tertiary qualification in office practice or office management, and/or significant practice experience in an administrative role in a tertiary institution.

Note: Appointment to this position is subject to passing a Working with Children Check

Endorsed:	Signature: Name: Paula Williamson Title: School Manager Date: 8.12.2022	Approved:	Signature: Name: Prof Simone White Title: Dean of School Date: 8.12.2022
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