



## Position Description – WIL Administrator

### Position Details

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

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. 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. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also 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**

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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](http://www.rmit.edu.au/dsc)

## **School of Education**

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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**

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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**

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Reports to: WIL 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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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**

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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**

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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

<b>Endorsed:</b>	Signature: Name: Paula Williamson Title: School Manager Date: 5.3.2024	<b>Approved:</b>	Signature: Name: Prof Simone White Title: Dean of School Date: 5.3.2024
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