



Position Description – Women in STEM Coordinator

Position Details

Position Title:	Women in STEM Coordinator
College/Portfolio:	Vocational Education.
School/Group:	Executive Advisory.
Campus Location:	Based at the CBD campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7.
Employment Type:	Fixed Term until 31 December 2026.
Time Fraction:	1.0 FTE.

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa**– a “commitment to share” - an important step in our reconciliation journey.
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in university rankings

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALIVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

The Women in STEM Team

RMIT's Women in STEM programs aim to increase participation, retention and employment outcomes for women and non-binary people in STEM (including Trades) by:

- fostering connectedness and a sense of belonging amongst students
- inspiring the next generation of career changers and school leavers to pursue a STEM career
- providing development opportunities to strengthen graduate employment outcomes.

Position Summary

This role will coordinate the delivery of a key industry partnership, working with industry experts, student audiences and educators to increase diversity in STEM. Responsibilities will include collaboration with industry partners, overseeing casual staff, developing and delivering school and community outreach programs, diverse stakeholder management, supporting current RMIT student activities and project evaluation.

The multi-year project aims to engage the next generation of Melbourne-based people, particularly women and non-binary students, to consider future career paths in STEM (including trades and construction). Reporting directly to the Manager, Women in STEM, this position will work collaboratively with other staff to promote equitable access to education and opportunities, including through Vocational Education pathways.

This position will be based at the RMIT City Campus, however some project delivery will take place at RMIT Bundoora, in the North-East of Melbourne and at other Victorian school locations. The Women in STEM Coordinator may occasionally need to work outside of standard hours. Leave restrictions may be applicable during busy periods.

Reporting Line

Reports to: Manager, Women in STEM

Direct reports: 0.

Organisational Accountabilities

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.

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

- Coordinate the delivery, implementation and evaluation of RMIT Women in STEM programs including but not limited to multiple touchpoint outreach, current student engagements, staff training and industry site tours, often concurrently.
- Organise logistics for program implementation including venue hire, risk assessments, school coordination, transportation and participant communications.

- Collaborate with industry experts to develop and deliver STEM-based (including trades) workshop and activity content for use with students and community members that is fun, practical and engaging.
- Coordinate staff training and upskill.
- Synthesise and communicate to diverse stakeholders the activities, outcomes and impacts of program activities with high attention to detail.
- Support women in STEM student ambassadors in their roles as facilitators, role models and mentors, including rostering and approval of timesheets.
- Establish, foster and maintain strong relationships with key stakeholders including internal (RMIT teachers, academics and students) and external (schools, teachers, program partners and industry professionals) partners.
- Work independently and as part of a team with clear communication and project management coordination to meet program deliverables on time in a high-volume environment.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Perform other duties as requested by the Manager.

Key Selection Criteria

1. Demonstrated communication, relationship building and negotiation skills with the ability to work collaboratively with a diverse range of stakeholders including staff, students, and external partners (schools and industry).
2. Demonstrated ability to work both independently and as part of a team to meet deadlines in a demanding high-volume environment with excellent attention to detail and commitment to quality assurance.
3. Demonstrated experience in managing projects from initiation to completion to meet goals and objectives, including planning, resource allocation, communication, negotiation, stakeholder management, conducting post-project evaluations and reporting.
4. Demonstrated high level of computer literacy – MS-Office software packages, email, internet and correspondence management databases with the ability to learn new technical skills.
5. Demonstrated high level of organisation skills and the ability to manage time effectively, prioritise multiple tasks and meet conflicting deadlines.
6. Experience working with schools, in education, STEM outreach and/or the construction sector is desirable.
7. An understanding of and/or interest in increasing diverse participation in STEM is desirable.

Qualifications

Relevant degree and/or relevant experience.

Hold a valid Australian drivers licence (P2 minimum).

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

Endorsed:	Signature: NF Name: Nicole Fetchet Title: Manager, Women in STEM Date: 08/07/2025	Approved:	Signature: Name: Title: Date:
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