



Executive Assistant

Position Details

Position Title: Executive Assistant

College/Portfolio: Engagement

School/Group: Engagement

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

Classification: HEW 6

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Chief Advancement Officer

No. of Direct reports: 0

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.



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 Engagement Portfolio provides integrated, strategic leadership across the University to advance RMIT's reputation, reach, and revenue, encompassing a range of functions, including domestic and international student recruitment; global marketing and intelligence; strategic communications; advancement function that includes donor relations, philanthropic advancement; and industry engagement and partnerships.

The portfolio leads the development and execution of major fundraising campaigns aligned with institutional priorities and stewards high-value partnerships with industry, government, and community to generate measurable impact. It enables data-informed decision-making through market insights to support integrated operations, strengthen relationship management, and enhance performance reporting.

Through innovation, collaboration, and strategic partnerships, the Engagement Portfolio plays a critical role in diversifying revenue streams and expanding RMIT's presence in alignment with its long-term strategic objectives.

Position Summary

The Executive Assistant provides high-quality, executive-level administrative and operational support to the Chief Advancement Officer (CAO), and, as required, to members of the Engagement Leadership Team.

The role carries responsibility for a range of administrative and coordination activities that support the effective operation of the Chief Advancement Officer's portfolio. The Chief Advancement Officer leads a team of Advancement professionals who seek to engage alumni in the life of the institution, and secure philanthropic support for RMIT from alumni, corporates and other philanthropic individuals and organisations. The position of Executive Assistant requires regular interaction with senior leaders across the University and serves as the primary point of contact for internal and external stakeholders seeking engagement with the Chief Advancement Officer, including significant donors and senior alumni of RMIT.

The Executive Assistant is expected to build and maintain professional relationships with a broad range of stakeholders, including external agencies, partners, alumni, potential donors, staff from other tertiary institutions, and colleagues across the University, ensuring a high standard of professionalism, discretion, and service delivery at all times.

The CAO is a newly created and appointed position. As such, there will be scope for the EA to set up the Office of the CAO and an expectation that they will support the CAO to establish appropriate processes and systems to ensure a smooth running office.

Key Accountabilities

1. Provide high level, confidential and professional executive support to the Chief Advancement Officer (CAO), enabling the effective and productive use of their time through proactive diary, correspondence, and meeting management
2. Provide administrative support for meetings including proof reading and formatting of documents, preparation & distribution of action items, agendas and materials, and proactive tracking of actions to ensure timely responses
3. Plan, oversee and coordinate meetings, events and functions including booking venues, catering, AV & IT requirements, event set up
4. Process and reconcile invoices and credit card expenses
5. Organise domestic and international travel and accommodation arrangements for CAO
6. Contribute as an effective and flexible member of the team by delivering tasks accurately and within agreed timeframes, supporting team objectives, and contributing to a culture of collaboration, service excellence and continuous improvement.
7. Develop and maintain effective working relationships with key stakeholders to be a trusted point of contact for the CAO.
8. Exercise discretion when dealing with personnel matters, business strategy, and executive decisions.
9. Develop and apply knowledge of relevant policies, procedures and standards to organise and prioritise work, while using judgment to solve problems
10. Other duties as directed

Key Selection Criteria

1. Demonstrated experience in providing high-level executive and administrative support to a senior executive or equivalent in a university environment or similar large and complex organisation including diary and travel management, correspondence, management, document development, information management and high-level stakeholder liaison
2. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit
3. Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation within the immediate work area
4. Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding environment with excellent attention to detail and a commitment to quality assurance.
5. Demonstrated organisation, interpersonal, oral and written communication skills and the proven ability to liaise effectively with a wide range of management, staff and external parties on complex, sensitive and confidential issues
6. Analytical and problem-solving skills and the demonstrated ability to develop and implement innovative and creative solutions

7. Demonstrated high-level computer skills using Word, Excel, PowerPoint, a variety of booking and reconciliations systems, internet and email with the focus on accuracy and attention to detail

Qualifications

A relevant tertiary qualification, and/or proven experience

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.