



Position Description – Admissions and Scholarships Assistant

Position Details

Position Title:	Admissions and Scholarships Assistant
College/Portfolio:	Research & Innovation Portfolio
School/Group:	School of Graduate Research
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 5
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

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

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/Portfolio/Group

Research and Innovation Portfolio RMIT

Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

School of Graduate Research

Part of the Research and Innovation Portfolio, the School of Graduate Research (SGR) supports graduates to drive innovation and contribute to excellent research outcomes. Managing the candidature lifecycle from admission to examination, SGR provides services for scholarships, candidature, quality assurance, and a suite of career and professional development programs to enrich the experience of our research candidates and our Higher Degree by Research (HDR) supervisors. SGR facilitates collaboration with industry and international partners allowing candidates to gain valuable experience and skills by helping the private and public sector solve today's problems and capture opportunities.

Position Summary

The Assistant, Admissions and Scholarships is responsible for contributing to the provision consistent, reliable and timely service and advice relating to admissions and scholarships to a broad range of key stakeholders. This includes contributing to the management of enquiries handled by the team, ensuring that outcomes on applications are delivered timely and providing broad support for scholarships administration. The role contributes to the provision of efficient and effective administrative services to support Research Training Services' activities.

Reporting Line

Reports to: Coordinator, Admissions & Scholarships

Direct reports: Nil

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.

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

- To assist a high-performance Research Training Services team, deliver high quality service to prospective research candidates and University stakeholders in relation to admissions and scholarships.
- Provide and maintain high-level customer service and support to all internal and external clients.
- Provide advice to clients and deal with admissions and scholarships queries with reference to existing policies, procedures and guidelines.
- Assist with the timely assessment of applications for admission and scholarship.
- Actively participate in and provide support to special projects related to School/Research and Innovation initiatives as directed by the team’s Manager.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I

Key Selection Criteria

1. Ability to problem solve at a detailed operational level, with developed analytical skills
2. Relationship building and negotiation skills with the ability to work effectively across multiple levels and functions.
3. Broad understanding of policies, procedures and regulations in a workplace or other setting
4. Highly motivated, customer focussed and pro-active with highly developed organisational and time management skills and the ability to handle various and multiple functions simultaneously and under pressure
5. Strong oral and written communication skills including the ability to work with a variety of different stakeholders.
6. Ability to work independently, as a member of a team and collaboratively with internal and external stakeholders to help achieve the strategic objectives of all colleges and promote the values of RMIT University.
7. Demonstrated high level of computer literacy - word processing, presentation software, email, internet and correspondence management databases and a demonstrated ability to adapt to new IT environments.
8. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.

Qualifications

- Completion of a degree without subsequent relevant work experience; or
- Completion of an associate diploma and at least 2 years subsequent relevant work experience; or
- An equivalent combination of relevant experience and/or education/training

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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