



Position Description – Coordinator, Industry Experiences

Position Details

Position Title: Coordinator, Industry Experiences

College/Portfolio: Education **School/Group:** Students

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

Classification: HEW 7 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Senior Coordinator, Industry Experiences

No. of Direct reports: General supervision of casual and contractor staff as required

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.

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Students Group

The Students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce.

We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference.

We welcome a diversity of perspectives and are inclusive in our approach to work. We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds, at various stages of their careers and including RMIT students.

We are a values-led organisation and we value imagination, agility, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students.

Position Summary

The position leads industry and employer engagement to identify and understand their needs and source employment, engagement and mentoring opportunities for RMIT students and recent graduates. In addition, the position will source, develop, and deliver strategically-aligned industry and employer opportunities, activities and events for students on campus and online. The position involves close collaboration with a multi-disciplinary team and consultation with key stakeholders, including local and global employers, alumni, industry and professional associations, government agencies and RMIT stakeholders, including Colleges, Academics, the Alumni team, and other relevant teams.

Key Accountabilities

- Develop and coordinate high-quality employment and industry engagement opportunities for RMIT students, including: student and graduate recruitment, Industry speakers, Industry/Employer events, skill and knowledge building seminars, volunteering and Industry Mentoring. This will require researching, sourcing leads, and managing strategic working relationships with industry partners, alumni, academics, and university professional staff.
- Be aligned to the strategic goals of RMIT and responsive to the needs of local and international employers and RMIT's diverse student population.
- Contribute to the knowledge base of the Career Connect team about labour markets, recruitment practices and global opportunities available for RMIT students and graduates. Provide advice on recruitment trends and encourage industry engagement best practices by sharing this knowledge with staff, students and the RMIT community.
- Be a key point of contact within Career Connect for the Colleges' engagement activities. Understand the needs of Colleges, academics and students to actively develop business relationships that create industry experience opportunities and enhance employment outcomes.
- Engage industry partners with an open, enterprising mindset to uncover mutually-beneficial commercial opportunities beyond student employment, including but not limited to opportunities for scholarships, research and workforce development.
- Have a full working knowledge of RMIT administrative procedures and policies around the industry relationships established by the Colleges. This will require maintaining administrative records and databases supporting industry engagement functions, collaborating with stakeholders where necessary, and ensuring compliance with RMIT policies and government legislation and regulations.
- Identify, build and nurture strong, sustainable relationships with internal and external stakeholders to enhance RMIT industry engagement and deliver and promote an excellent customer experience to those stakeholders who include, but are not limited to, staff, students, alumni and industry partners.
- Support and promote School and College WIL and employability programs and seek to ensure that the needs of students and industry partners are met.
- Provide regular reports on employment and industry engagement opportunities to demonstrate the effectiveness of activities and facilitate continuous improvement based on findings from analytics.
- Other duties consistent with the level of the position and focus on the group, as required.

Key Selection Criteria

- Relevant experience in Business Development and Account Management preferably in a tertiary education environment.
- Demonstrated high-level experience in coordinating operational projects through all phases from planning, communication, process development, implementation, evaluation, and reporting.

- Demonstrated high-level experience in the cultivation, development, and stewardship of stakeholder relationships, including experience in sales pipeline management, setting targets, and developing tactics and campaigns to support further industry engagement related work programs.
- Highly developed customer relations, interpersonal and negotiation skills, and the ability to work with minimal supervision as well as work cooperatively as a team member.
- Highly developed communication skills with the ability to engage and form working relationships with stakeholders from diverse cultural backgrounds and organisation levels.
- Strong time management and organisational skills and a demonstrated ability to set and meet targets, prioritise tasks and meet deadlines.
- Ability to learn and implement new systems and procedures as appropriate and identify continuous process improvements opportunities for existing processes and procedures.
- Ability to use a range of information and communication technologies effectively with high attention to detail, including Microsoft Office packages web and email software, CRM database use and management.
- Demonstrated understanding and commitment to diversity, inclusion and reconciliation.

Qualifications

A tertiary qualification in a relevant discipline and/or relevant professional experience at a similar level.

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.