



Position Description – Executive Assistant and Events Coordinator

Position Details

Position Title:	Executive Assistant and Events Coordinator		
College/Portfolio:	Office of the Vice-Chancellor	School/Group:	University Secretariat & Academic Registrar's Group
Campus Location:	Primarily based at city campus, and the potential to work across other RMIT campuses as required.		
Classification:	HEW 7	Time Fraction:	1.0
Employment Type:	Continuing		
Reporting Line:	University Secretary and Academic Registrar		
No. of Direct reports:	Nil		

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.

College/Portfolio/Group

The Office of the Vice-Chancellor (OVC) Portfolio supports the Vice-Chancellor and President in all aspects of their work, and provides specialist strategic advice on, and has oversight of, enterprise governance, compliance, policy, regulatory, and student lifecycle functions, activities and services.

The OVC Portfolio comprises two groups: the Executive Office, and the University Secretariat and Academic Registrar's Group.

The Executive Office provides strategic, executive, and advisory support to the Vice-Chancellor, and facilitates their engagement with a diverse range of stakeholders including the university community, industry, external partners, as well as the executive and other stakeholders. The Executive Office sets and advises on the "rhythm of the business" to support the flow of ideas and actions across the University, and oversees executive operations including provision of advice and secretariat support for the University Executive Committee. The Executive Office also supports the Vice-Chancellor's strategic work program to ensure longitudinal alignment with RMIT's Mission, Vision, Strategy, and Values.

The University Secretariat and Academic Registrar's Group (USARG) is responsible for a range of governance, compliance, regulatory, and student lifecycle activities from enrolment through to graduation. The USARG operating environment is highly complex in view of more than 99,000 student enrolments across the University in both vocational and higher education programs at campuses in Melbourne, Europe and Vietnam, as well as at several offshore locations in conjunction with educational and industry partners. The USARG has a staff establishment of around 145 EFT across Australia and Vietnam, and an operating budget in excess of \$20 million.

Core University services provided by the USARG include: **Academic Governance and Systems:** government reporting, systems operations, academic and admissions governance; invigilated assessment (accreditation compliance); **Enrolment and Student Records:** student financials governance, student records, enrolment compliance and records, student visa and identity compliance, and global student records; **Completions and Graduations:** program completions and graduation ceremonies; **University Secretariat:** Council Committees and controlled entities; **Education Regulation, Compliance and Assurance:** regulatory compliance and assurance; **Office of the University Secretary and Academic Registrar:** complex and high risk student matters, external review and stakeholder requests, privacy and freedom of information, compliance, central policy, and contract services.

<https://www.rmit.edu.au/about/governance-management/rmit-structure/ovc>

Position Summary

The Executive Assistant and Events Coordinator is responsible for providing executive support to the University Secretary and Academic Registrar, coordination of activities within the Office of the University Secretary and Academic Registrar, and high-level administrative advice to the USARG leadership team. The Executive Assistant and Events Coordinator manages travel arrangements, appointments and meetings, organises events, and ensures effective and timely responses to stakeholder enquiries including those from students, staff and visitors.

The Executive Assistant and Events Coordinator will support the Manager Operations, USARG with operational functions, provide coordination for large scale internal and external USARG events including all University graduations and USARG internal and external communications on behalf of the University Secretary and Academic Registrar.

The Executive Assistant and Events Coordinator will manage and oversee all selected Committee and secretariat requirements on behalf of the University Secretary and Academic Registrar, including the preparation of papers, reports and submissions.

Key Accountabilities

- Plan, coordinate and prioritise the University Secretary and Academic Registrar's activities, including scheduling and management of meetings, internal and external appointments, organising domestic and international travel including flight and accommodation arrangements.
- Responsible for the delivery of efficient and customer-focused office management including supporting and enabling staff development, travel arrangements, raising purchase orders, receipting invoices, reconciling and acquitting corporate credit card expenses.
- Provide high-level, confidential executive support including screening calls, emails and correspondence, determining priorities and using initiative and interpersonal skills to resolve matters or escalate as appropriate. This includes being the first point of contact for the University Secretary and Academic Registrar, ensuring all matters are handled in a timely and professional manner. Ensure that any issues that may present a risk to the University and urgent matters are brought to the University Secretary and Academic Registrar's attention promptly.
- Provide high level support to the Associate Director, Completions Awards and Graduations related to all onshore and offshore graduation related travel, expenses and events and the Manager Operations, USARG with operational activities.
- Provide professional secretarial and administrative support for a range of committees including the preparation of correspondence and reports, agendas and minutes for meetings and/or committees, and management of files and records as well as the maintenance of process within the Office of the University Secretary and Academic Registrar.
- Provide high-level administrative advice and support to promote the effectiveness and impact of the Office of the University Secretary and Academic Registrar and the broader USARG leadership team.

- Organise and coordinate local USARG events as well as assist with large scale University events, such as onshore and offshore graduations. This includes booking venues, catering, arranging audio-visual and IT requirements, setting up meeting rooms, and tracking event-related financial transactions. This also requires liaising with the relevant members of the University Executive in terms of graduation, order of proceedings and speeches and ensuring all University Executive and RMIT Staff involved are prepared and supported.

Specifically, for USARG this includes managing all workshops for managers, and coordinating seminars, events and planning days from inception to completion within a set operating budget on behalf of the University Secretary and Academic Registrar.

- Liaise effectively and professionally and develop and maintain strategic relationships with staff, students and key internal and external stakeholders.
- Assist in a range of projects managed by the Office of the University Secretary and Academic Registrar in a self-directed manner. This includes representing the University Secretary and Academic Registrar in ITS and other strategic initiatives sponsored by the University Secretary and Academic Registrar.
- Maintain an awareness of developments and initiatives within the University, the portfolio, and activities directly relevant to USARG operations and the function of the University Secretary and Academic Registrar.
- Maintain flexibility to undertake other duties as required commensurate with the nature and level of the position. Draft and edit committee and board papers on behalf of the University Secretary and Academic Registrar.
- Coordinate communications on behalf of USARG, including EDMs and the USARG group SharePoint site.

Key Selection Criteria

Essential:

- Demonstrated experience in providing high-level executive and administrative support to an executive or equivalent in a university environment or similar large and complex organisation.
- Proven experience in event coordination and support, with the ability to plan, organise and provide on-site assistance to ensure smooth event operations.
- Excellent interpersonal skills including confidence to interact and negotiate with a wide range of internal and external stakeholders such as executives, professional staff, senior academics and members of the business community and government.
- Excellent written and verbal communication skills with the ability to act diplomatically, discreetly, courteously and with tact, as well as employ sensitivity and ensure confidentiality of matters.
- Proven capacity to work efficiently and flexibly, both independently and as a member of a team to provide high quality services in a customer focussed environment.
- Significant proven ability to exercise initiative, judgment and problem solve independently, taking responsibility for end-to-end completion of tasks within a fast-paced and complex environment.
- Demonstrated ability to complete tasks to a high standard within tight deadlines and to manage competing priorities.
- Demonstrated high-level computer literacy including with Microsoft Office 365 applications such as: Word, Excel, PowerPoint, Teams, Outlook, as well as Adobe Acrobat, electronic document and record management systems and internet tools.

Qualifications

Relevant tertiary qualification and/or substantial 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.