



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.



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 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; market intelligence and proposition, strategic communications; Advancement (alumni engagement, philanthropy, donor stewardship and donor relations, and Advancement Services); and industry engagement and partnerships.

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.

Advancement develops and leads the engagement of the University's largest community, alumni (c. 600,000), leads fundraising in support of institutional priorities and stewards donors and alumni to generate measurable impact.

Position Summary

The Executive Assistant provides exceptional executive support to the Chief Advancement Officer (CAO) and plays a pivotal role in coordinating operational priorities, driving efficiency, and supporting the success of the Advancement team.

The Executive Assistant provides high-level administrative, project, and coordination support across a broad range of activities and initiatives. Working closely with the CAO, the role helps ensure the smooth management of priorities, projects, stakeholder engagement, and day-to-day operations.

The Chief Advancement Officer leads a team of Advancement professionals dedicated to strengthening alumni engagement and securing philanthropic support for RMIT from alumni, corporate partners, foundations, and other philanthropic individuals and organisations. In supporting the CAO, the Executive Assistant works closely with senior leaders across the University and serves as the primary point of contact for internal and external stakeholders seeking engagement with the CAO, including significant donors, senior alumni, and key strategic partners.

The role requires the ability to develop and maintain productive relationships with a diverse range of stakeholders, including external agencies, industry and community partners, alumni, prospective donors, colleagues across the University, and representatives from other tertiary institutions. The Executive Assistant is expected to demonstrate exceptional professionalism, sound judgement, discretion, and a commitment to delivering a consistently high standard of service.

As the Chief Advancement Officer position is newly established, the Executive Assistant will have a unique opportunity to help shape and establish the Office of the CAO. This includes supporting the development of effective systems, processes, and ways of working, while contributing to the creation of a highly responsive, efficient, and professional executive office environment.

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. Work with the CAO and the Advancement Leadership Team to develop local policies, processes and systems to enable the smooth-running of the Advancement Office.
4. Provide project support to the CAO on complex programs of work, including Principal Gift opportunities, to ensure that they stay on track and deliver agreed objectives.
5. Plan, oversee and coordinate meetings, events and functions including booking venues, catering, AV & IT requirements, event set up
6. Organise domestic and international travel and accommodation arrangements for CAO
7. Process and reconcile invoices and credit card expenses
8. 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.
9. Develop and maintain effective working relationships with key stakeholders to be a trusted point of contact for the CAO.
10. Exercise discretion when dealing with personnel matters, business strategy, and executive decisions.
11. Develop and apply knowledge of relevant policies, procedures and standards to organise and prioritise work, while using judgment to solve problems
12. 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.