



## Position Description – Selection Officer

### Position Details

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**Position Title:** Selection Officer

**College/Portfolio:** College of Design and Social Context

**School/Group:** College Office

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

**Classification:** HEW 5      **Time Fraction:** 1.0 FTE

**Employment Type:** Continuing

**Reporting Line:** Senior Coordinator, Selection and Admissions

**No. of Direct reports:** 0

### RMIT University

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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?

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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

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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

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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

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RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society.

Comprised of nine schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience.

We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice.

Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice.

The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner

organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally. For more information see [www.rmit.edu.au/dsc](http://www.rmit.edu.au/dsc)

## Position Summary

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The Student and Program Lifecycle team in the College of Design and Social Context is comprised of the Program Lifecycle and Governance, Selection and Admissions and Academic Services teams. The Selection Officer sits within the Selection and Admissions team and reports to the Senior Coordinator, Selection and Admissions. The DSC College Selection and Admissions team assesses and manages prospective student applications for programs across DSC's 9 schools.

The Selection Officer is responsible for assessing applications for admission to DSC coursework programs for VTAC and direct applicants, including applicants for RMIT Online, as well as undertaking assessment of applications for offshore partners. The position ensures approved selection methodology is applied, in accordance with the University Admissions and Credit policy and program entry requirements. The Selection Officer ensures applications are processed efficiently in line with agreed service levels. The Selection Officer provides customer service to DSC applicants and prospective students, handling enquiries via multiple channels in line with agreed service levels.

The position provides applicants with alternative offers or pathway options where appropriate. The Selection Officer contributes to the effective operation of the team and participates in continuous improvement and development initiatives.

## Key Accountabilities

- Assess and finalise outcomes of online applications for direct and VTAC applicants using RMIT's direct admissions systems and the VTAC system.
- Ensure selection decisions and outcomes are issued in accordance with the University Admissions and Credit policy and the program entry requirements using agreed selection methodology.
- Ensure that equity consideration is applied where applicable.
- Provide alternative offers or pathways where appropriate.
- Process applications efficiently to ensure agreed service levels are met.
- Process offers in line with targets agreed between the College Planning Team and Schools.
- Provide customer service to applicants and prospective students, responding to phone and email enquiries.
- Contribute to effective operation of the team and participate in continuous improvement and development initiatives.

## Key Selection Criteria

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1. Demonstrated experience and expertise in the provision of high-quality administration services, including a sound knowledge of relevant policies and procedures.
2. Proven analytical and problem-solving skills with a demonstrated ability to investigate and make informed decisions regarding complex issues.
3. Demonstrated skills in managing time, setting priorities, planning and organising workloads.
4. Well-developed interpersonal skills, written and verbal communication skills, including ability to tailor communication styles to diverse audiences.
5. Relevant experience in a University environment (desirable).

## Qualifications

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A relevant tertiary qualification and/or extensive relevant experience.

## Working with Children Check

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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.