



Position Description – Student Administrator - Defence

Position Details

Position Title: Student Administrator - Defence

Position Number:

College/Portfolio: Vocational Education.

School/Group: Programs and Delivery

Campus Location: Based at Melbourne campus, but may be required to work and/or be based at other campuses of the University and Defence locations across Australia.

Classification: HEW 5

Employment Type: Fixed Term

Time Fraction: 1.0 FTE.

RMIT University

RMIT is a leading multi-sector university of technology, design, and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa**– a “**commitment to share**” - **an important step in our reconciliation journey**.
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in university rankings

RMIT has a deep commitment to innovation, research, and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community, and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALIVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Pro Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Programs & Delivery

With robust ties to industry through effective engagement and deep collaboration, the College of VE provides rich discipline knowledge and a learning and teaching delivery model that aligns to future student and industry needs. Our discipline clusters strengthen the multi-sector advantage, while fostering deeper collaboration between disciplines.

Position Summary

The role of the Student Administrator will be responsible for leading high-quality administrative support to the delivery of the defence programs. This role will excel at providing customer service to staff and students to assist in the coordination of, and participation in, activities including, but not limited to, student enrolment services, course and program management activities, information management, events and process improvement activities.

The role will be responsible for the management and resolution of complex queries from staff and students and will be required to maintain productive working relationships to provide timely solutions.

The key duties for the role include:

- Prepare and process enrolment paperwork
- Support students with administrative requirements
- Enter student results and manage and maintain student files
- Distribute course communications and updates to students
- Assist course coordinator with course completions and accreditation / certification processes
- Administration of required delivery systems and data entry

Reporting Line

Reports to: Delivery Coordinator –

Defence Direct reports: N/A.

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.

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

- Provide high-quality customer service and lead administration support to a range of areas which may include: Selection & Admissions, Student Lifecycle Services, Operations and additional administration support for a wide range of stakeholders, including professional staff, instructors and students.
- Manage complex issues and queries from staff and students and work with authority to reach timely resolutions, escalating when required.

- Assist in the delivery of a full range of activities related to their relevant team including delivery, administration and support as well as providing advice where necessary.
- Ensure a high-quality client service focus through phone, online and face-to-face channels in the first instance, and ensuring appropriate management, follow up and referrals to see out matters to completion.
- Coordinate and advise on continuous improvement processes, identifying opportunities for improvement, providing feedback to relevant areas and contributing to the streamlining of processes, events and support services to achieve a successful student and staff experience.
- Lead and coordinate scheduling, meeting or classroom bookings, room set up support and management of any catering of external events and activities and delegating activities as required.
- Development and maintenance of effective working relationships with all relevant stakeholders and use of effective and appropriate communication when communicating with internal and external
- Provide administrative advice and expertise, tracking and management of all documentation, processes, data entry and reporting relating to student administration activities.
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external stakeholders.
- This role may be required to work across all teams and functions to support the business throughout peak periods.

Key Selection Criteria

1. Highly developed interpersonal skills and proven ability to build and maintain strong collaborative working relationships with a variety of internal and external stakeholders.
2. Excellent problem-solving skills, including demonstrated experience developing and delivering written reports to a high standard and with a high level of attention to detail.
3. Demonstrated experience in providing high quality customer service to internal and external stakeholders and experience managing complex queries in a fast-paced, large-scale environment.
4. High level oral and written communication skills, with a proven ability to communicate effectively with a broad range of individuals and groups from diverse backgrounds.
5. Ability to demonstrate flexibility and initiative, by working independently and effectively within a dynamic small team environment.
6. Proven significant administrative experience in planning, organising and prioritising work in a busy environment with multiple and conflicting priorities and competing deadlines.
7. Demonstrated expertise in developing, recommending and implementing changes and improvements to administrative procedures and functions.
8. Demonstrated ability to use information and communication technologies effectively, including Microsoft suite, web and email software and database use.

Qualifications

Relevant qualification and/or relevant customer service and administration experience.

Note: Appointment to this position is subject to being an Australian Citizen and passing a Working with Children Check

Endorsed:	Signature: Name:	Approved:	Signature: Name:
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