



Position Description – Events and Engagement Coordinator

Position Details

Position Title:	Events and Engagement Coordinator
College/Portfolio:	STEM College
School/Group:	STEM College Operations
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous 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.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry as never before.

The STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

The STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

Position Summary

The Events and Engagement Coordinator will be responsible for enriching stakeholder experiences in line with the STEM's strategic vision. This will include overseeing awards schemes, future and current student-oriented events such as Open Day and orientations, plus digital engagement with stakeholders.

The Events and Engagement Coordinator will also be expected to contribute to team culture and work collaboratively, establishing strong relationships with internal and external stakeholders such as academic staff, presenters from industry, delegations, and community groups. This role will also play a part in developing event communications, including marketing and recruiting collateral.

The role will occasionally be required to work non-standard hours and leave restriction may apply during peak periods. This role will require physical activity including heavy lifting and standing for long periods of time.

Reporting Line

Reports to: Manager, STEM College Events

Direct reports: 0

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

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

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Produce creative digital and printed collateral utilising Adobe Creative and other software applications within Brand standards
- Plan and manage College-based operations that contribute to engagement projects, working with internal stakeholders including senior academic representatives and other members of the School leadership teams.
- Set measurable objectives, timelines and milestones and communicate these timeframes to the team.
- Evaluate and manage major engagement and information tasks and projects, including orientation and transition, Open Day, Experience Days, student engagement events, industry engagement events and other information sessions.
- Plan and manage School-based awards schemes in collaboration with the Industry Engagement team.
- Plan and manage the College's participation in Open Day, orientation, experience days, information sessions, expos, presentations, visits by delegations and school tours.
- Provide direction to and enlist support from School representatives to contribute to marketing and recruitment activities.
- Assist other teams across the portfolio and College with other tasks as required within the scope of this classification.

Key Selection Criteria

1. Demonstrated communication, relationship building and negotiation skills with the ability to work collegiately with academic and professional staff, students, and external clients from diverse cultural backgrounds.
2. Demonstrated experience in all aspects of information management in a large institutional environment and the ability to tailor information to meet specific objectives.

3. Demonstrated project management skills including planning, budgeting, and resource management.
4. Demonstrated end-to-end event management skills involving multiple stakeholders both internal and external to the organisation.
5. Proven effective communication skills to assist with the event management and delivery.
6. Proven ability to work autonomously, managing multiple tasks concurrently.
7. Demonstrated ability to collaborate closely with team members and extended marketing teams in the University to support key objectives and ability to maintain effective working relationships both inside and outside the University.
8. Proven understanding of engagement strategies in a tertiary education environment.
9. Demonstrated ability to work independently and meet deadlines in a demanding high-volume environment with excellent attention to detail and commitment to quality assurance.
10. Demonstrated proficiency in computer software packages with accuracy and attention to detail and the ability to learn new technical skills.

Qualifications

Relevant qualification and/or relevant industry experience. A valid Working with Children Check.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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