



Position Description – Program Assistant

Position Details

Position Title:	Program Assistant (traineeship)
Position Number:	NEW
College/Portfolio:	International & Engagement
School/Group:	RMIT Europe
Campus Location:	Based at the Barcelona Office
Employment Type:	Training contract - fixed term (12 months)
HEW level:	Traineeship

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 three years in a row!
- We achieved Gold Employer status for LGBTIQ inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a top five employer in 2018 for workplace accessibility by the Australian Network on Disability and awarded with Disability Confident Recruiter Accreditation in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the HR Excellence in Research Award, recognized by the European Commission.

RMIT Europe

RMIT Europe, is a creative and dynamic hub of RMIT university based in the heart of Barcelona. It is a centre that is successfully extending RMIT University's international engagement in Europe and strategically growing the university's collaborative research and education activity in Europe. RMIT Europe is led by the Executive Director on behalf of the RMIT Europe Board. It facilitates RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from Europe, Australia and Asia to deliver local impact.

The objectives for RMIT Europe are to:

- Strengthen RMIT's reputation and profile in Europe and globally.
- Increase research funding and activity, with a focus on European partnerships and funding sources.
- Develop collaborative opportunities for education with European partners.
- Strategically focus RMIT international experiences for staff and students with European partners and grow opportunities for RMIT students.
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research.

For more information, visit: <https://www.rmit.eu/> and click [here](#) for a list of current research projects.

Position Summary

The Program Assistant will support the deliver of RMIT's urban sustainability programs. Key responsibilities include supporting project planning, implementation, stakeholder coordination, and reporting. The trainee will actively support the facilitation of educational programs by liaising with learners from the public, private and academic sector, engaging with partners, and assisting in the development, execution, and monitoring of programs. They will also support analyzing program data, preparing presentations and reports, and contributing to overall program delivery. Additional duties may include coordinating with other teams, such as the Engagement team, to support communications and event coordination.

This role offers the opportunity to be mentored in project management, stakeholder engagement, and sustainability research within a dynamic, international environment. The ideal candidate will bring a “can-do” attitude, along with creativity in problem-solving to overcome challenges. While an interest in and familiarity with European Commission (such as EIT) funding schemes is advantageous, it is not required.

Reporting Line

Reports to: Sustainability Leadership Program Manager

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

- Assist with program documentation, planning, and coordination.
- Support delivery of non-accredited educational programs.
- Engage with stakeholders, gather feedback, and support program outcomes.
- Prepare reports, fact sheets, presentations, and other related materials. Conduct data collection and analysis to aid project monitoring and evaluation.
- Support planning and organizing meetings, workshops, seminars, and training (online, hybrid, and in-person).
- Perform administrative tasks such as processing purchase orders and liaising with suppliers.
- Support additional duties as specified by the Sustainability Leadership Program Manager.

Key Selection Criteria

- No prior "contrato en prácticas" contract exceeding one year with another company.
- Ability to take initiative and implement problem-solving skills to handle inquiries, correspondence, and tasks.
- Strong organisational skills, able to prioritise and meet tight deadlines.
- Excellent interpersonal skills, with the ability to collaborate and communicate effectively across diverse cultural backgrounds.
- Clear written and verbal communication, capable of preparing concise materials for various stakeholders.
- Attention to detail, ensuring accuracy in all tasks.
- Proficiency in Microsoft Office and digital platforms, with project management tool familiarity a plus.

Qualifications and requirements

Essential:

- A relevant tertiary qualification is mandatory. Completed university studies in Spain in international relations, sustainability, project management, urban planning, business administration, public policy, or related fields, within the past three years (or five years for candidates with a disability).
- High-level proficiency in English
- Working rights in Spain