



Position Description – Student Events Advisor

Position Details

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| Position Title: | Student Events Advisor |
| College/Portfolio: | Education |
| School/Group: | Students |
| 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 6 |
| Employment Type: | Fixed Term |
| Time Fraction: | 0.8 |

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>

College/Portfolio/Group

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Students Group

The Students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce.

We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference.

We welcome a diversity of perspectives and are inclusive in our approach to work. We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds, at various stages of their careers and including RMIT students.

We are a values-led organisation and we value imagination, agility, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students.

Position Summary

This role will deliver key student events (on-campus and online) such as Orientation/Welcome Days, Clubs days, and smaller events throughout the year and assist with student experiences. This includes event

planning and design, supervision of event suppliers and workforce (student volunteers and casuals), with a strong focus on student event governance, health & safety.

Reporting Line

Reports to: Senior Coordinator, Experience and Events

Direct reports: Supervision of casuals and contractors as required

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

- Work with the Senior Coordinator, Experience and Events and other areas across Student Life to coordinate the planning, delivery and evaluation of student experiences and events.
- Coordinate the curation of content for promotion of the student experiences and events through Student Life and RMIT general channels.
- Monitoring and managing the health, safety and risks of events and experiences, and implement mitigation and process improvements as required.
- Maintain bookings system, databases and other records to ensure RMIT meets its obligations.
- Reporting on key event engagement metrics as required.
- Support financial management by tracking expenditure and invoices.
- Supervision, mentoring, coaching and support of student casuals and volunteers, as well as external contractors assisting with event delivery.
- Collaboration with internal and external stakeholders, liaison with campus security, property services and other internal service providers.
- Other duties consistent with the level of the position and focus on the group as required.

Key Selection Criteria

1. Demonstrated experience in the provision of the planning, delivery and evaluation of events and experiences.
2. Exceptional problem-solving skills, with the ability to take the initiative in identifying and pursuing opportunities to improve existing practices and services.
3. Well-developed interpersonal skills, with the ability to establish, maintain and work effectively with a range of stakeholders from student to corporate partners.
4. Proven ability to work effectively as a flexible team member committed to achieving own and work team goals and priorities, and to continuous improvement.
5. Evidence of project management skills including budget and financial management, policy, time management, health & safety compliance.
6. Evidence of strong stakeholder and people management skills.
7. Experience in working accurately with detailed information and providing high-level administrative support in a university environment or similar large and complex organisation.
8. Demonstrated understanding and commitment to diversity, inclusion and reconciliation.

Qualifications

A tertiary qualification in a relevant discipline and/or relevant professional experience at a similar level.

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.

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