

## Position Description – Work Integrated Learning & Student Mobility Coordinator

### Position Details

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<b>Position Title:</b>	Work Integrated Learning & Student Mobility Coordinator
<b>Position Number:</b>	<b>NEW</b>
<b>College/Portfolio:</b>	Design and Social Context
<b>School/Group:</b>	DSC VE
<b>Campus Location:</b>	Based at the CBD campus, but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 7
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1

### RMIT University

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RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students. One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, 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 and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system and are 18th in the world among universities less than 50 years old (2017–18 QS Top 50 Under 50 index). In the 2018 QS World University Rankings by Subject, RMIT is 11th in the world (highest ranked in Australia) in Art and Design, and 26th in the world (fourth highest in Australia) in Architecture and the Built Environment. 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; Business and Management Studies, Education, Communication and Media Studies, and Development Studies.

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

[www.rmit.edu.au](http://www.rmit.edu.au)

## **The College of Design and Social Context (DSC)**

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The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The college has 24,500 students and over 1,000 staff.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practise led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

## **School of VE**

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The DSC Vocational Education School delivers a range of educational programs from certificate to Associate Degree and industry training.

The school consists of three Industry Clusters:

- Media, Art and Communication (including Visual Arts, Media, Writing and Photography)
- Design and Technology (including Building Design, Industrial Design, Graphic Design, Fashion Design, Fashion & Textile Technology, Fashion Merchandising, Visual Merchandising and Interior Design)
- Social Futures (including Social Care, Translating & Interpreting, Tertiary preparatory education and teacher education preparation)

The school comprises over 200 staff, including core teaching and professional staff and is home to nearly 6,000 students.

## **Position Summary**

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The Work Integrated Learning & Student Mobility Coordinator is responsible for coordinating and supporting the school's Work Integrated Learning (WIL) and Student Mobility activities.

Working in collaboration with Associate Deans and Program Managers, the role supports teaching staff and partners in the provision of real-world, work-integrated opportunities for students, including industry-partnered projects. It ensures that work placements which are required for successful completion of a certificate or diploma program, are compliant with policy and regulatory standards.

In addition, the incumbent coordinates the School's Student Mobility program, from planning to implementation and review of international study tours. Through effective engagement with relevant stakeholders within the School and University, the position aids the promotion, expansion and efficient delivery of meaningful mobility opportunities.

## **Reporting Line**

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Reports to: Industry Solutions Manager

Direct reports: Nil

## **Organisational Accountabilities**

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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**

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- Coordinate and support the planning, development and administration of WIL activities across the school to support and foster student success and graduate outcomes.
- Coordinate and support the planning, development and administration of student mobility programs and initiatives across the school to support and foster strategic development and growth in this area.
- Support streamlined administration, in particular the uptake of new processes and systems.
- Deliver appropriate workplace system training for WIL and Student Mobility practitioners in the school.

- Liaise with appropriate internal and external stakeholders on the development of new training initiatives and WIL opportunities.
- Ensure that all aspects of student administration connected with WIL and Student Mobility are carried out in a professional manner and are clearly understood by all teaching staff (including casuals) and industry partners engaged with WIL and Student Mobility programs.
- Coordinate the administration and maintenance of the school's WIL and Student Mobility engagement records ensuring that appropriate policy is followed with regard to OHS and risk management.
- Develop transparent and robust school processes in line with RMIT policies for WIL and Student Mobility coordination providing effective planning support for the school.

### Key Selection Criteria

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1. Demonstrated relevant administrative experience within an educational setting.
2. Demonstrated track record in generating productive and efficient client and stakeholder relationships.
3. Demonstrated experience and expertise in the provision of quality customer service.
4. Excellent interpersonal, written and verbal communication skills.
5. Highly motivated and proactive with the ability to exercise autonomous judgement and initiative.
6. Knowledge and understanding of Vocational Education and Training regulatory and governance frameworks and experience in quality assurance frameworks and processes.

### Qualifications

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A relevant tertiary qualification / equivalent professional experience

Note: Appointment to this position is subject to passing a Working with Children check.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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