

Position Description

RUSU Clubs Officer



Organisational Unit	Student Community Team - Clubs Department
Location	This position is primarily based at the RMIT Bundoora Campus . The incumbent will be required to work on the city campus once a fortnight and may be required to travel to and work at other Melbourne based campuses on occasion as directed.
Classification	SUE 4
Salary	\$99,272 Full time equivalent + Superannuation
Superannuation	Unisuper or as indicated by incumbent
Employment Type	Permanent Full Time (70 hours/fortnight)
Other Benefits	Employees are covered by an Enterprise Agreement
Closing Date	11.59PM Tuesday 20 January 2026
Contact	For information and to apply, email rusu.jobs@rmit.edu.au
Advice to Applicants	Applications must include: 1) A CV (including 2 referees); 2) A cover letter specifically addressing how the applicant meets the key requirements of the role (maximum 2 pages)

About the RMIT University Student Union (RUSU)

The RMIT University Student Union Incorporated (RUSU) is the representative body of around 75,000 RMIT University students. We are a registered not-for profit. We are completely independent from RMIT University. RUSU has an annual operating budget of over \$6.5 million and employs 30 paid permanent staff members and 15 +student casuals. RUSU's main offices are in the CBD. We also operate at Bundoora and Brunswick campuses. RUSU is governed by a Student Union Council (board) of 29 elected student representatives. The staff and students of RMIT come from diverse backgrounds. RUSU values and champions diversity in the work that we do, and this is reflected in our programs and services.

RUSU is 'for students - by students'. This core value underpins our approach to everything we do. RUSU represents students' interests and undertakes a vast range of activities and services including:

- Student rights advocacy, representation and campaigns
- Compass student welfare outreach, referral and drop-in centres
- Social and cultural activities, events and parties
- Free Food events including weekly lunches, breakfasts
- Supporting around 100 affiliated student clubs and delivering a student volunteer program
- Provision of safe spaces including Queer Rooms and Women's Rooms
- Operating RUSU Realfoods - our sustainable, affordable plant-based cafe
- Student media – including Catalyst magazine and the RMITV TV production house

All RUSU staff and student representative positions are required to operate within the parameters of the Student Union Constitution, Regulations, Policy and the RUSU Enterprise Agreement.

Working Environment / Important Personal Attributes

This position within RUSU offers a unique and rewarding working environment, whereby elected student representatives are the board members and management of the organisation. They are elected annually so there is a new student management team each year. The elected student representatives are supported by a range of permanent paid professional staff. Whilst elected student representatives may lack previous work experience they are enthusiastic, keen to learn and be mentored during their term of office. They are not paid staff but do receive an honorarium and many need to work part time in addition to their roles at RUSU and their tertiary studies.

All RUSU staff must have excellent interpersonal skills and genuinely enjoy working with young adults in a dynamic, fun and busy environment. They must also possess a willingness to share their knowledge and experience to develop and support the student representatives in their roles.

About RUSU Bundoora

RMIT Bundoora campus is a large suburban campus of RMIT, comprised of a large West campus (home to of Medical Sciences, Health Sciences and Education) and a small East Campus (home to Aerospace, Mechanical and Manufacturing Engineering). The West campus includes RMIT University run student accommodation. The key services provided by RUSU at Bundoora include:

- A centrally located RUSU info counter which is the first point of contact for student enquiries about RUSU
- A Student Rights Service
- Compass Welfare Drop-in Service & Compass Cupboard Food bank
- Student Representation, Outreach and Campaigns
- Weekly Breakfasts / Welfare on Wheels program
- Large weekly lunch time event, and other social events & parties
- Student Volunteer Program and Clubs & Societies
- Women's Rooms and a Queer Room

RUSU is committed to maximising our engagement with students and the impact and reach of our programs at Bundoora. The RUSU team at Bundoora includes 5 permanent staff who are supported by student casuals and volunteers.

The Bundoora East campus is a 10-minute walk away from Bundoora West. RUSU supports a Women's Room and Student Lounge at East & attends the campus regularly to provide free lunches, free breakfasts, events and outreach activities.

Organisational Unit

The RUSU Student Community Team includes the Activities Department and the Clubs Department. It is a cross campus team that includes the elected student Activities Officer and Clubs & Societies Officer, three staff Clubs Officers, one Volunteer Coordinator, two full time Events & Student Community Officers, a part time Events Assistant and the Student Community Team Leader. Events delivered by this team are also supported by RUSU student casual staff and RUSU volunteers.

Activities Department

The Activities Department is a high-profile department which plays a key role in enhancing and developing student/campus life at RMIT, through providing relevant, safe, diverse and accessible activities and events on and off campus and remotely. This department plays an important role in generating income for RUSU through sponsorship, and ticketed events. The types of events and activities organised by the department are diverse including; Orientation/Welcome events, membership drives, on-campus festivals, Beer, Bands & BBQ events, free food, cultural events and external night-time parties.

The Department also provides advice and support to other RUSU departments in the planning and delivery of events such as Pride Week, student forums, welfare initiatives and networking events.

Volunteer Department

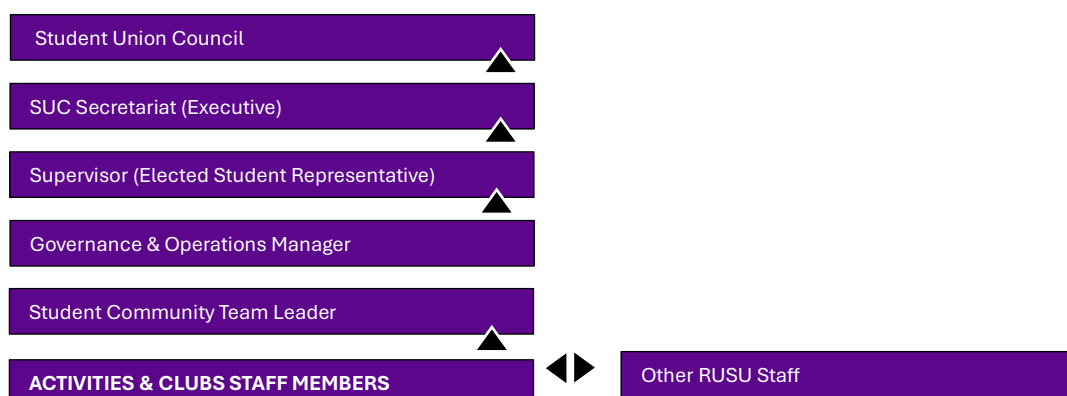
The RUSU Volunteer Program is delivered in accordance with the National Standards on Volunteering and this position is responsible for ensuring that the program is delivered in accordance with these standards and RMIT and RUSU policies and procedures. RUSU volunteers are engaged across all Melbourne campuses and in the following areas; Activities & Events, Realfoods, Student Rights, Compass Welfare Drop-in Centre, Free Breakfast Program and Administration.

Clubs Department

The Clubs Department has a significant reach within the RMIT student body. It works with around 100 affiliated, student organised and run clubs. It supports clubs from: academic/industry, cultural/nationality, political/activist, spiritual and social/recreational(non-sporting). The Department plays a key role in advancing the social and cultural experience of students. It does this by providing grants/ financial assistance, logistical and planning support, risk and compliance advice/resources, access to promotional support and relevant training to club leaders and, by facilitating club participation in relevant RUSU and University events.

The RUSU Clubs Department consists of three full time staff members, and an annually elected student representative. The Clubs staff members are allocated specific groups of clubs that they support and administer. The various overarching departmental tasks (training, promotions, reporting, communications etc) are allocated by the Team Leader.

Organisational Chart



1. Position Summary

The RUSU Clubs Officer is responsible for growing, developing and supporting RUSU Clubs. This position is primarily based on the Bundoora campus. They have specific responsibility for all clubs based on the Bundoora campuses and for Club promotional events such as Orientation and Clubs fest on the Bundoora campus. Additionally, they are allocated specific groups of clubs to support and resource. This requires; intensive networking, outreach, promotional activities, student engagement and the development of the profile of RUSU, our Clubs and RUSU events and activities. The role provides coordination, resources and training for RUSU clubs for the purpose of enriching and enhancing the student experience of campus life.

This position is student facing with a lot of active service promotion, student interaction, outreach activities and hands on events. It also involves a significant amount of 'behind the scenes' organisational, administrative and compliance work to support clubs. E.g. club affiliation, club finances, clubs communications, and assessing and facilitating hundreds of club grant applications annually.

This position will also be required to work collaboratively with other Student Community Team members, to support student life initiatives and events outside of the Clubs department. This includes assisting the Bundoora Events & Student Community Officer with the delivery of the Bundoora West weekly free lunch event. It may also include other ad hoc other small and medium scale campus events that enhance the RMIT campus community.

2. Key Responsibilities

Club Coordination & Administration

Coordination and administration of the Clubs affiliation, grants and associated processes for allocated Clubs including:

- The affiliation of new clubs and annual re-affiliation of existing Clubs.
- Evaluation, processing and monitoring of club grant applications and associated documentation.
- Following internal grant approval and payment processes as per SUC regulations and procedures.
- Supporting the establishment and annual updating of individual Club bank accounts and monitoring Club financial activity to ensure Club adherence to SUC regulations regarding Club finances.
- Maintaining a current list of affiliated Clubs, Office Bearers and contact details.
- Delivery of advice on best practice and/or potential options for events, campaigns, partnerships and workshops.
- Ensuring RUSU Clubs have access to information concerning, and assistance navigating RMIT university processes and requirements and government regulatory provisions that affect the operations of Clubs (Room/event bookings, OH&S, Food Safety, Risk Assessment, Child Safety, Prevention of Gender Based Violence Code, Responsible Serving of Alcohol etc.).
- Assisting clubs to meet risk assessment and compliance requirements in accordance with the RMIT Clubs Risk Management process, security risk assessment process and incident reporting processes.
- Work closely with other relevant RUSU Staff and student representatives to ensure a consistent and coordinated approach to departmental administration, budgeting, and development.

Promotion and Development

- Building the profile and level of activity of RUSU Clubs, particularly on the Bundoora campus through networking, promotional and outreach events, activities and presentations.
- Work with RMIT students and the RMIT community to identify and develop viable new Clubs and expand the variety of and participation in RUSU Clubs.
- Engage actively with the broader RMIT and general community to advocate for RUSU Clubs and to develop access to campus and external resources and support for RUSU and our clubs.
- Utilise RUSU events as a vehicle to promote RUSU clubs, including facilitating individual Club collaboration with RUSU events and RUSU facilities/ bookable spaces.
- Work with relevant RUSU staff in the preparation of promotional materials, articles, social media, club handbooks, newsletters, posters and other promotional materials.
- Contribute to updating the Clubs Department section of the RUSU website and actively supporting Clubs use of the website.
- Providing a point of contact and assistance for enquires about Clubs & Societies and ensuring that the general student body has access to relevant information, forms and resources.

Student Life & Events

- Contribute to the planning and delivery of the annual Clubs Fest and Club Orientation events, with specific responsibility for the delivery of Bundoora Clubs Fest.
- Coordination of Clubs involvement in other key relevant RUSU events such as multi-cultural festival, and Open Day.
- Assist with RUSU the weekly Bundoora west free lunch event and other social events, food security initiatives and RUSU special events where required.
- Contribute towards the induction, training and capacity building of RUSU Clubs executive members, relevant RUSU student reps, staff and student volunteers.
- Planning and delivering some small or medium scale student community focused projects as outlined and determined by work plans and project briefs.
- Work with the Bundoora Events & Student Community Officer to support RUSU and RMIT Clubs to book and host successful events in Building 204 'The Pulse' venue.

Reporting and other Duties

- Compiling documentation and reporting on Clubs activities to showcase RUSU Clubs and enable RUSU to demonstrate compliance with RMIT and government requirements related to Clubs.

- Providing input to RUSU regarding continuous improvements for the Student Community Team and student engagement.
- Contribute, collaboratively, towards the achievement of the aims and objectives of the Student Union and undertaking other relevant duties as required.

3. Selection Criteria

3.1 Essential

- **At least two years prior work experience in a relevant role (e.g. clubs, events, community development, volunteer coordination, recreation programs, grant management) within the tertiary education, youth, or community sectors** (or a combination a relevant working experience and relevant educational qualifications)
- Excellent interpersonal and communication skills and demonstrated experience in resourcing, and maintaining effective relationships with students, clubs, youth, or community groups.
- Experience delivering effective outreach programs/events, conducting program promotion and networking.
- Enthusiasm for working with and for students in the tertiary environment and an understanding of and commitment to the principle of student control over student affairs.
- Proven experience working with, supporting and resourcing volunteers.
- Friendly, approachable and a good team player.
- High level of organisational, budgetary and administrative skills, including processing and assessing grant applications.
- Demonstrated experience with hands-on planning, co-ordination, logistics and delivery of small and medium scale events.
- Well-developed capacity for troubleshooting, problem-solving and lateral thinking. Ability to remain calm under pressure.
- Demonstrated computer literacy skills and proficiency in using Microsoft Office, Google Suite, databases and other industry standard applications.
- Proven strong team working ability and the capability to take initiative where necessary and appropriate.
- Certified training in Responsible Serving of Alcohol, Food Handling Safety, and First Aid, or willingness to obtain certification in these areas if offered the position.

3.2 Desirable

- Formal qualification in community development, events management, community governance, volunteer management, recreation or comparable qualification.
- Experience working within a Student Union, youth/community sector or board directed environment.
- Established networks within RMIT, student groups or the broader community relevant to RUSU.

4. Special Requirements

- The successful applicant will be required to hold a valid Working with Children Check.
- An appropriate visa to work in/ fulfil the requirements of this role in Australia/New Zealand.
- This position is subject to a 6-month probation period.
- Minimum onsite attendance is a requirement as arranged with RUSU as per the RUSU Hybrid Work Policy.
- The ability to accept and handle deliveries of supplies (office and events/ food security program related), including lifting and stacking items is a requirement of the role.
- Current Victorian Drivers Licence.

5. Job Complexity, Skills, Knowledge

Level of Supervision, Independence

The incumbent works under the general direction of a senior elected student representative. They report through and receive direction from management through the Student Community Team Leader and where required the Governance & Operations Manager.

The duties of this position are conducted collaboratively with elected student representatives and RUSU staff. They work closely with the elected Clubs & Societies Officer, President and General Secretary.

They work closely with the following staff; Student Communities Team Leader, Volunteer Coordinator and Clubs Officers.

This position may provide on-site direction and support to events student casuals and student volunteers.

This position is required to provide regular work reports to the Student Community Team Leader and as required to the Governance & Operations Manager.

The incumbent will have support available from the Volunteer Coordinator with issues related specifically to volunteers.

Professional and Organisational Knowledge

The position requires professional knowledge which comes from relevant qualifications and/or considerable experience in the tertiary education, Student Union or community sector.

It is also desirable for the incumbent to have a solid understanding of the relevant State and Federal policies relating to food handling and Responsible Serving of Alcohol (or be willing to obtain certification in these areas if offered the position).

Task Level

The position requires the development of specialist expertise to provide a range of advice and resourcing for Clubs and Societies.

The incumbent shall also undertake project work and/or other duties as directed by the supervisor or supervising body consistent with Key Responsibilities.

This position description is approved by:	
Occupant	<i>N/A</i>
Supervising Body (Secretariat)	<i>18 December 2025</i>
Staffing Committee	<i>19 December 2025</i>
Classifications Committee	<i>01 May 2018</i>