Position Description

Events & Student Communities Officer (City/Carlton)

RUSU
RMIT UNIVERSITY STUDENT UNION

Organisational Unit	Student Community Team
Location	This position is primarily based at the **RMIT City/Carlton Campus.** They will also be required to travel to and work at other Melbourne based campuses including Brunswick & Bundoora as directed.
Classification	SUE 4
Salary	$103,447 Full time equivalent (82,757 for 0.8 FTE) + Superannuation
Superannuation	Unisuper or as indicated by incumbent
Employment Type	**Permanent Part Time 0.8 FTE** (56 hours/fortnight)
Other Benefits	Employees are covered by an Enterprise Agreement
Closing Date	**11.59PM Monday 16 November 2026**
Contact	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 $8.5 million and employs 35 paid permanent staff members and 15-20 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 110+ affiliated student clubs and delivering a student volunteer program
- Provision of safe spaces including Queer Rooms and Women's Rooms
- Operating RUSU Realfoods Canteen
- 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.

Organisational Unit

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

Activities Department

The Activities & Events 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. The types of events and activities organised by the department are diverse including; Orientation/Welcome events, membership drives, on-campus festivals, Bar & BBQ events, free food, cultural events, movie nights and external night-time parties.

The Activities & Events staff work closely together, and all staff have hands-on roles in event planning and delivery. The three Events staff have primary responsibility for the regular weekly on-campus events (in particular the free lunch programs) for their designated campuses. Brunswick & Bundoora based events are small to medium scale (100-500 pax), while the regular City events are medium to large scale (300 to 1,500 pax). The Student Communities Manager is responsible for major events (on and off-campus), the RUSU Clubs Orientation Festival, overall RUSU events programming and coordination, and RUSU involvement in the RMIT-wide major events such as orientation. The Events Coordinator (City/Carlton) works closely with the Student Communities Manager on the planning and delivery of specifically assigned major events including Orientation events, clubs and campus festivals and external events. The two campus based Events & Student Communities Officers assist with the planning and delivery of these major events in addition to their allocated small to medium scale events.

The Department also provides advice and support to other RUSU departments and the RUSU Campaigns staff, in the planning and delivery of events such as Pride Week, food security initiatives, welfare initiatives, departmental social events/parties (e.g. Queer, Women's, Indigenous, International, Sustainability) and networking events. The department facilitates a small range of excursions/ trips/ experiences.

Volunteer Department

The RUSU Volunteer Program is delivered in accordance with the National Standards on Volunteering 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 110+ affiliated, student organised and run clubs. It supports clubs from: academic/industry, cultural/nationality, political/activist, creative, 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.

Organisational Chart

1. Position Summary

The RUSU Events and Student Communities Officer (City/Carlton) is responsible for working with the Student Communities Manager and Events Coordinator (City/Carlton) to grow, develop and support the RUSU student community events and student led activities on the City and Carlton campuses. They play a central role in the planning and/or delivery of the free lunch program, student life events, festivals, and programs that enrich the student experience at RMIT. They facilitate the involvement of students in the activities, services and representative structures of RUSU as event participants, events volunteers, RUSU members and elected student representatives.

This role is primarily focused on the **on-campus events** run by RUSU on the City and Carlton campuses, although they will also be required to deliver special events or cover events at Bundoora, Brunswick and Point Cook. They are responsible for assisting the Events Coordinator (City/Carlton) with the planning and delivery of the weekly free lunch and entertainment programs at City/Carlton. They work closely with RUSU staff, student representatives, and partners (RMIT & community) to ensure effective delivery of the RUSU weekly events, cross campus theme weeks and encourage student involvement in RUSU and campus life.

The RUSU Events and Student Communities Officer (City/Carlton) has a very hands-on role, **delivering three to four on-campus events per week** during semester and assisting with receiving deliveries and other logistical preparation for other events as required. They are involved in the event infrastructure bump in and bump out, event set up, cooking BBQs, serving food and coordinating pop up activities. They are also involved in the planning and/or delivery of small and medium scale special events including local night-time parties/events and departmental events and parties. They will be involved in planning and facilitating a small program of excursions/ trips/ experiences for groups of students.

2. Key Responsibilities

Event Management

Contribute to the RUSU events and student community activities on campus through:

- Assist the Events Coordinator (City/Carlton) with the planning and delivery of the weekly free lunch, and entertainment programs at City, Carlton & Point Cook.
- Hands-on event delivery including; cooking BBQs, food service, hospitality and bar and drinks service.
- Contributing to the planning and delivery of Orientation, Clubs Fest and other campus festivals/special events /theme weeks.
- Troubleshooting and problem solving creatively to adapt to issues that arise during events to ensure the safe, smooth and successful delivery of the event.

- Working with the RUSU Food Security Officer and relevant staff on the delivery of specific Food Security programs/ activations/ pop up initiatives including Compass Cupboard , Vegie Markets and Foodbank initiatives.
- Effective communication and liaison with relevant external and RMIT bodies (i.e. removalists, venues, caterers, event hire, acts, booking agents, local councils, etc) to ensure smooth running of events.
- Providing on-site support and direction to events volunteers and events student casuals.
- Working with the Student Communities Manager and Events Coordinator (City/ Carlton) to undertake events OHS and risk assessment, checking compliance requirements and providing advice to RUSU on safe and compliant best practice event delivery.
- Providing advice and operational support to staff (particularly Campaigns staff) and student representatives in the planning, delivery and evaluation of departmental and special RUSU events and parties.
- Liaising with the Student Communities Manager, RUSU Communications and relevant staff and student reps to develop innovative events promotional strategies and materials.
- Contributing to the on the ground delivery of the RUSU membership program (such as Orientation events, membership stalls) in accordance with the RUSU membership plan.

Projects/ Trips & Tours

- Planning and delivering some small and medium scale student community focused projects as outlined and determined by work plans, project briefs and budgets.
- Contribute to planning and facilitating a small program of excursions/ trips/ experiences for groups of students.

Volunteer Program

- Work with the RUSU Volunteers & Clubs Team Leader to promote and support the volunteer program. This will include; providing supervision and support to events volunteers, trouble shooting, volunteer program admin support, volunteer engagement activities and on campus provision of volunteer inductions/ on the job training as required.

Reporting, Admin & Compliance

- Monitor and manage budgets for the events, programs and grants overseen by this role and prepare motions where directed.
- Ensure that risk assessments, OHS requirements and compliance requirements are met and documented for RUSU Student Community events and initiatives delivered by the role.
- Document RUSU outreach activities, student engagement and partnerships and achievements and provide input into reporting and promotional materials.
- Contribute to the development of the annual RUSU calendar/program of student/campus life events.
- Provide input to RUSU regarding continuous improvements for the Student Communities Team and student engagement.

The Events & Student Communities Officer (City/Carlton) will be required to contribute, collaboratively, towards the aims and objectives of RUSU. This includes performing other duties that may not be listed within this position description consistent with the skills and capabilities required for this position.

3. Selection Criteria

3.1 Essential

- At least two years prior work experience in a relevant events role within the tertiary education sector, community or events sectors (or a combination of relevant working experience and education).
- Demonstrated ability to plan, deliver and evaluate successful and engaging small and medium scale events, including food based events.
- Experience in the hands-on delivery of free food and/or food security based events. Willingness to BBQ and serve food and drinks is essential.
- Experience with bar operations and a current Responsible Serving of Alcohol Certificate.
- 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.
- Excellent interpersonal and communication skills and demonstrated experience in establishing and maintaining effective working relationships with people from a diverse range of backgrounds.

- Proven experience in working with, supporting and resourcing volunteers.
- Experience within the events industry and well informed of current trends in student focused 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, (in particular Excel), SharePoint, OneDrive, databases and other industry standard applications.
- Proven strong team working ability and the capability to take initiative where necessary and appropriate.
- High level of organisational, budgetary and administrative skills.
- Certified training in Responsible Serving of Alcohol, Food Handling Safety, Manual Handling and (Youth) Mental Health First Aid, or willingness to undertake appropriate training.
- Current driver's license.

3.2 Desirable

- Formal qualification in events management, community development, volunteer management or related area.
- Experience working within a Student Union, youth/community sector or board directed environment.
- Established networks within RMIT, student groups or the entertainment/events industry.
- Competency operating and ability to troubleshoot with basic events sound and AV equipment (e.g. DJ and sound decks, microphones and PA equipment).
- Hospitality or food security program delivery experience.

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.
- Minimum onsite attendance is a requirement as arranged with management 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, moving and stacking items is a requirement of the role.
- Current Victorian Drivers Licence.

5. Job Complexity, Skills, Knowledge

Level of Supervision, Independence

The incumbent is supervised by and works under the general direction of the Student Communities Manager. They report through and receive direction from management through the Student Communities Manager and where required, Governance & Operations Manager. They may receive training, direction and support from the RUSU Events Coordinator (City/Carlton) on projects/ events being delivered/coordinated by that staff role.

The duties of this position are conducted collaboratively with elected student representatives and RUSU staff. They work closely with the elected Activities Officer, President and General Secretary. They work with specific elected departmental student representatives on assigned events.

They work closely with the following staff; Student Communities Manager, Events Coordinator (City/Carlton) and Events & Student Communities Officer (Brunswick/Bundoora) Volunteer & Clubs Team Leader, Campaigns & Strategy Manager, Campaigns Officer and Food Security Officer.

This position may provide on-site direction and support to events student casuals and student volunteers, where they are the assigned Event Coordinator.

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

The incumbent will have support available from the Volunteers & Clubs Team Leader with issues related specifically to volunteers.

Problem Solving & Judgement

The incumbent provides expert advice to the Student Community team and RUSU by identifying issues affecting student life and campus culture, particularly on the outer campuses.

The incumbent further requires an innovative and creative approach to problem solving to ensure the smooth running and successful outcomes of events and activities.

Professional and Organisational Knowledge

The position requires professional knowledge which comes from relevant qualifications and/or considerable experience in the entertainment, event management and hospitality industries within student unions, youth or community organisations

The incumbent will need 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 entertainment, activities, community building and networking opportunities to students.

The incumbent shall also undertake project work and/or other duties as directed by RUSU consistent with the key duties, skills and capabilities required for this position.

This position description is approved by:	
Occupant	*N/A*
Supervising Body (Secretariat)	
Staffing Committee	*28 October 2026*
Classifications Committee	*01 May 2018*