MANAGER, MONASH ABROAD

SCHOOL/UNIT: Student Life
SUB-UNIT: Monash Abroad
CLASSIFICATION: HEW Level 7
WORK LOCATION: Bandar Sunway campus

ORGANISATIONAL CONTEXT

Monash University is Australia’s largest university and a member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia (MUM) is Monash’s third largest campus, with over 8000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best among universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

MUM provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018, we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

Monash is a six Star SETARA university as rated by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

For further information see www.monash.edu.my.

The Student Life unit consists of five sub-units: International Student Support, Student Advisory and Support, Student Engagement and Development, Counselling, and Monash Abroad. Student Life offers programs and services to the student community of approximately 8000 students, more than 25% of whom are international students from over 70 different countries.

The Monash Abroad Office:

- Drives the mobility agenda consistent with the Campus Operational Plan
- Works closely with other Monash campuses and partners in delivering successful mobility programs
- Recruits Monash students and students of partner institutions to the Programs
- Informs, advises, and supports both outgoing and incoming students participating in these Programs
- Advises and supports academic and administrative faculty staff regarding Monash Abroad Programs
Further information on student mobility at Monash University is available at www.monash.edu.my/study-abroad

**POSITION PURPOSE**

The Manager, Monash Abroad provides and coordinates a wide range of programs and services in supporting the student mobility programs across the campus. This role is responsible for the maintenance of a strategic approach and advisory services to students and external stakeholders of the campus, as well as supporting, developing and enhancing the student experience.

**Reporting Line:** The position reports to Head, Student Life under broad direction with a degree of autonomy

**Supervisory Responsibilities:** This position provides general direction to 2 administrative staff and oversees a team of approximately 2 staff members

**Financial Delegation:** Yes, in accordance with the University delegations schedule

**Budgetary Responsibilities:** Yes, in line with Key Responsibilities

**KEY RESPONSIBILITIES**

**Strategic Planning, Leadership and Management**

1. Plan, lead and manage the development, implementation, reporting and monitoring of programs relating to student mobility
2. Recommend, develop and evaluate approaches to promoting student mobility and supporting access into the student mobility programs
3. Plan and manage the Monash Abroad budget and resources efficiently

**Delivery of Programs**

4. Manage the delivery of activities and programs in collaboration with the relevant school staff and academics
5. Contribute to the development of programs to facilitate positive student mobility outcomes for students

**Marketing and University Relations**

6. Lead and develop strategic alliances and enhance inter-university partnership through the promotion of programs and services to key stakeholders
7. Provide timely industry feedback and market intelligence to relevant campus stakeholders in developing contemporary tools, approaches and methodology
KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   - A degree in a relevant field; or
   - extensive relevant experience in a tertiary educational setting; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills
2. Demonstrated commitment to quality improvement and client focused service delivery
3. Demonstrated project management, marketing, public relations, negotiation and networking skills
4. Demonstrated ability of working successfully with multiple stakeholders in teams
5. Excellent communication skills for delivery to a diverse range of audiences
6. High level written and oral communication skills including proficient computer literacy
7. Knowledge of the Malaysian government regulations pertaining to university students

OTHER JOB RELATED INFORMATION
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE
Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.