

Position Description

Senior Coordinator, Indigenous Student Recruitment

Position No:	NEW
Department:	Indigenous Student Services
Division:	Indigenous Strategy and Education Unit
Campus/Location:	Bundoora; travel required to all campuses
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Continuing, Full-Time
Position Supervisor:	Manager, Indigenous Student Services
Number:	50023602
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

Renee Sleigh, Manager Indigenous Student Services r.sleigh@latrobe.edu.au

Position Description

Senior Coordinator, Indigenous Recruitment

Organisational Context

This position is within the Students Portfolio. The Students Portfolio brings together all the student facing services, ensuring we provide a seamless end to end student facing service. We are committed to providing an outstanding experience for students and clear support for staff. We work in close partnership with our stakeholders (students, staff, industry and community) across the Portfolio to provide excellent service. To achieve this objective, we place students and academics at the centre of everything we do. The Students Portfolio consists of the following Divisions:

- Student Administration;
- Indigenous Strategy and Education Unit;
- Student Equity;
- Student Success;
- Advising;
- Student Complaints & Appeals; and,
- Student Health & Wellbeing.

Indigenous Strategy and Education Unit

The Indigenous Strategy and Education Unit is responsible for leading and implementing a range of strategies: access, participation, retention and success of Aboriginal and Torres Strait Islander students; engagement with Indigenous communities; development and attraction of Aboriginal and Torres Strait Islander staff; and increasing awareness of Indigenous cultures, issues and perspectives, along with their embedding in curricula, pedagogy and research.

Position Context

Working closely with the Student Equity and Indigenous Divisions, the Indigenous Recruitment Senior Coordinator will further enhance opportunities for Indigenous Australians at La Trobe University and promote university activities within the Aboriginal and Torres Strait Islander communities.

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12(1) of the Equal Opportunity Act 2011 (Vic).

Duties at this level may include:

- In collaboration with the Manager, Indigenous Student Services, manage and contribute to the development of pathways for students from Indigenous and Torres Strait Islander backgrounds, into tertiary studies;
- Support programmatic activities to encourage the recruitment of students from Indigenous and Torres Strait Islander backgrounds;
- Undertake proactive outreach activities to support the recruitment of students from Indigenous and Torres Strait Islander backgrounds;
- Partner with colleagues from across the University to inform recruitment activities that are relevant to students from Indigenous and Torres Strait Islander backgrounds;
- Independently monitors, reviews and develops procedures in own functional area including admissions and enrolments across the institution;
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Other relevant activities as directed by the Pro-Vice Chancellor (Indigenous) or their delegate.

Key Selection Criteria may include:

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated management and leadership skills with successful experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.
- Demonstrated skills in research, evaluation or interpretation of data.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- A current driver's licence.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: