POSITION DESCRIPTION

Position Title: Student Experience Coordinator

Organisation Unit: Faculty of Science

Type of Employment: 1 FTE Full-time – Fixed term (3 years) and 0.60 FTE Part Time-
Fixed term (7 months)

Classification: Hew Level 7

Location: St. Lucia

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the
creation, preservation, transfer and application of knowledge. UQ helps shape the future by
bringing together and developing leaders in their fields to inspire the next generation and to
advance ideas that benefit the world. UQ strives for the personal and professional success
of its students, staff and alumni. For more than a century, we have educated and worked
with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of
major independent university rankings: the Academic Ranking of World Universities, Times
Higher Education World University Rankings, US News Best Global Universities Rankings,
QS World University Rankings and Performance Ranking of Scientific Papers for World
Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for
which audited data are available UQ has attracted the highest (2013) or second highest
(2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs
and employment outcomes for its students. Our students remain at the heart of what we do.
The UQ experience – the UQ Advantage – is distinguished by a research enriched
curriculum, international collaborations, industry engagement and opportunities that nurture
and develop future leaders. UQ has a strong focus on teaching excellence, winning more
national teaching excellence awards than any other in the country and attracting the majority
of Queensland’s highest academic achievers, as well as top interstate and overseas
students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of
Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate
scholars and more than 12,000 international students from 144 countries, adding to its proud
230,000-plus alumni. The University has about 7,000 academic and professional staff and a
$1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and
Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Science is one of the largest and most diverse faculties within the University of Queensland and within Science Faculties across Australia. It unites the disciplines of agriculture, biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, planning, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates in the Faculty of Science are working on a diversity of ground breaking projects ranging across topics such as the molecular characterisation of drug resistant bacteria, through to environmental rehabilitation and sustainable urban development.

The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/science

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to undertake the planning and deliver of projects with the Faculty of Science Faculty Office that have a focus on enhancing the ‘student experience’.

Duties

Duties and responsibilities include, but are not limited to:
**Academic and Curricular Student Engagement**

- Plan and implement student engagement activities for the advanced science student cohort.
- Plan and implement a framework, with the Associate Deans Academic, to provide support for students at risk.
- Coordinate, with the support of the Faculty Engagement Unit, student engagement events and social media.
- Coordinate the orientation events for commencing students

**Non-Curricular Student Engagement**

- Plan and implement a science and maths student leadership program (folding in existing peer assistant/tutor training and potential Work Integrated Learning activities) in partnership with UQ Advantage
- Plan and implement student camps and other cohort events, support by the Faculty Engagement Unit.

**Committees**

- Participate in relevant committees, as identified by the Associate Deans Academic

**Projects**

- Undertake analysis, design, development and project management for academic and curricular projects that have a focus on enhancing the ‘student experience’ in the Faculty of Science.
- Coordinate, develop and review the quality of submissions, project proposals, and relevant documentation for initiatives that improve the outcomes for the student experience.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University
- Any other duties as reasonably directed by your supervisor

**Organisational Relationships**

The position reports to the Manager, Student and Academic Administration.
SELECTION CRITERIA

**Essential**

- Completion of a Bachelor and Postgraduate qualifications or significant progress towards postgraduate qualifications; or a combination of relevant experience and/or education/training in Academic and Student Administration
- Experience working with diverse student cohorts.
- Demonstrated excellent interpersonal and communication skills, including an ability to negotiate, provide advice to and liaise with a wide range of clients and stakeholders including students, senior staff and other contacts.
- Experience in the development, management and delivery of projects and initiatives designed to improve the student experience within a higher education environment.
- Knowledge of the University’s structure as well as an understanding of policies, procedures, systems and practices in higher education and secondary schools, or the ability to rapidly acquire this knowledge.
- Must be self-motivated and have excellent organisational / time management skills with the ability to prioritise own workload, work independently and meet deadlines.
- The ability to analyse data, develop reports, draft documents and integrate information from a variety of sources accurately and timely.

**Desirable**

- Experience planning and implementing Work Integrated Learning programs for Student in a higher education environment.

The University of Queensland values diversity and social inclusion.

Applications are encouraged from Aboriginal and Torres Strait Islander peoples. Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au