POSITION DESCRIPTION

Position Title: Global Internships Coordinator
Organisation Unit: Student Employability Centre
Position Number: 3042096
Type of Employment: Full time – fixed term until December 2021
Classification: HEW Level 8

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 in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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://uniqquest.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 Student Affairs Division within the portfolio of the Deputy Vice Chancellor Academic is comprised of Student Services, Student Employability Centre, and the UQ Health Service. The division focusses on helping UQ students at St Lucia, Gatton, and Herston campuses succeed in their studies and make the most of their UQ student experience by:

- Providing a range of support services that effectively meets the needs of the UQ student population,
- Working across the UQ Community to drive strategies to strengthen the quality of the overall student experience,
- Facilitating access to experiences that assist students to reflect UQ graduate attributes and enhance their employability

The Student Employability Centre is custodian of the UQ Employability Award, and coordinates and promotes a wide range of activities across UQ that empower students to enhance their employability including: global mobility; entrepreneurship and innovation; volunteering and mentoring; undergraduate research experiences; and leadership development opportunities.

The Centre enhances student employability through a focus on experiential learning, ensuring that students are able to capitalise on the benefits of the University’s diversity, research reputation and capacity, international partnerships, and strong links with industry and the professions.

The Centre also provides financial supports to enable students to access experiences, as well as supports to translate, articulate, and transfer these experiences into the workplace.

Further information about the Student Employability Centre can be found at: https://employability.uq.edu.au/

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

This position will develop global internship opportunities in a strategic and systematic manner to further the reach and impact of UQ’s Student Employability Framework.

In partnership with a range of internal and external stakeholders, this position will: identify and develop meaningful strategic relationships with external providers; promote and support the uptake of global international internships; develop mechanisms to establish and share best practice; provide performance reporting and analysis to ensure that developments align with university strategic intents and KPIs.
Duties

Duties and responsibilities include, but are not limited to:

- provide specialist, multi-disciplinary advice on the development and delivery of global international internship opportunities across the University
- identify global locations of strategic importance in collaboration with DVCEE portfolio and develop meaningful in-country partnerships with third-party providers
- conduct a strategic review of current internship providers, resources, and opportunities within UQ and present recommendations on how to centralise and expand current service delivery
- develop a comprehensive risk management matrix and third-party provider vetting and engagement procedure to meet duty-of-care responsibilities and relevant legislation
- review and apply national and international best practice guidance to develop a strategic approach to managing global internship opportunities through external providers
- work in partnership with UQ Abroad and the employability community across UQ to promote and market new offerings in this space
- develop meaningful relationships with relevant national and international providers and liaise closely with Faculties, Schools and DVCEE portfolio to strategically enhance global internship opportunities
- manage the maintenance and updating of online and digital resources on global internship opportunities, providing support to colleagues working across UQ and delivering tailored information to students
- lead project work as required to enhance and support student engagement with global internship opportunities

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- 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
Organisational Relationships

The position reports to Director, Student Employability Centre

SELECTION CRITERIA

**Essential**
- Completion of a postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Specialist knowledge and understanding of establishing strategic partnerships to support global internship experiences.
- Significant experience working collegially in partnership with a range of stakeholders across complex and multifaceted organisations, including at senior levels, to negotiate and agree outcomes.
- Extensive relevant experience developing and implementing strategic papers and supporting implementation plans, including measurement of outcomes, timelines, regular communication and monitoring of progress within budget and required standards.
- Sound knowledge of risk management procedures and appropriate mitigating strategies for global internship engagements.
- Ability to prioritise own workload in a high-pressure environment, work independently and proactively and meet deadlines with attention to detail.
- Strong communication and negotiation skills that can be applied to engage a variety of stakeholders with competing priorities with strategic initiatives.

**Desirable**
- Knowledge and understanding of:
  - visa regulations and in-country legal considerations in relation to internship development
  - employability, entrepreneurship, and innovation, especially as it relates to students in higher education
  - issues faced by students and graduates in Australian and international graduate labour markets
  - the challenges students face when participating in a global experience at the tertiary level

The University of Queensland is committed to equity, diversity and inclusion.