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 aim of the Faculty of Business, Economics and Law is to be a centre of excellence in business, providing quality education and leadership in research for the benefit of our graduates and the wider community. The Faculty incorporates the Schools of Business, Economics, and TC Beirne School of Law at the St Lucia campus. Nearly 8,000 students study with the BEL Faculty, and the Faculty has an alumni body of over 50,000.

Faculty members have achieved numerous teaching and research awards. In addition to outstanding academic performance, Faculty members maintain close links with the public and private sectors in Australia and internationally. Many of our Faculty members have worked extensively outside universities and held senior positions in business. A number of Faculty members have, and continue to play, leading roles within national and international professional bodies.

The Faculty of Business, Economics and Law offers a variety of undergraduate and postgraduate programs which allow for a wide range of specialisations or concentrations, with a high degree of relevance to employers. Programs are designed for students with aspirations of becoming leaders in the "business and law" sectors and to help develop their expertise and equip them for a rewarding career.

The Faculty has the highest number of international students enrolled at undergraduate and postgraduate level in the University equating to approximately 30% of the student population. The Faculty continues to experience significant growth in this area. International students come from all continents and regions with over 130 countries represented. The Faculty allocates specific resources to helping these students gain employment during their time at UQ or upon completion of their studies.

The Faculty Executive Dean sets the strategic direction of the Faculty in respect of its teaching, research and external and community relations activities. The Executive Dean is accountable for the academic programs offered by the Faculty, and is responsible for financial, staff and physical resources, and a range of other activities such as the development of research, national and international marketing and the promotion of government, business and community links. The Executive Dean is a key representative of the University to the external community.

The Faculty Office is responsible for the management and coordination of academic administration, human resources, finance, marketing, external relations, international relations and student employment services. Facilities available to students include a Faculty Collaborative Learning Centre which offers extensive computing facilities for teaching and private study.

The Faculty Office is a busy but friendly environment and is committed to the development of its staff. The Faculty office is located at the St Lucia campus. Further information about the Faculty can be obtained from its website at http://www.bel.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

To assist in the management of marketing and recruitment activities, business development and partnership linkages in a dedicated region in support of the Faculty’s internationalisation strategy. This will include administrative support for the Faculty’s agreements and oversight of their operationalisation.

Duties

Duties and responsibilities include, but are not limited to:

International Marketing and Recruitment

- Responsible for international activities in a particular region as directed by the Manager, International Development
- Develop and maintain on-going relationships with students and staff of the Faculty’s offshore partners and agents.
- Assist the Manager, International Development in identifying international opportunities for the Faculty.
- Coordinate and follow up on international interests both in Australia and overseas, as directed by the Manager, International Development.
- Attend and organise details of onshore and offshore international exhibitions in consultation with the Manager, International Development.
- Assist in the development of student, partner and agent engagement activities that will allow BEL programs to be promoted to an appropriate audience for maximum impact and effectiveness.

Represent the Faculty and University where appropriate at international student recruitment exhibitions and related activities as directed by the Manager, International Development.

International Development

Assist in the identification of new opportunities/new partnerships in consultation with the Manager, International Development.

International Administration

- Provide administrative support for the agreement process including conducting due diligence, and completion of required documentation in accordance with UQ policies.
- Engage with international partners and students to ensure the successful operationalisation of BEL agreements.

Additional Responsibilities

- Undertake other duties consistent with the above as required.
- Interstate and international travel outside of normal work hours will be required.
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

Organisational Relationships

The position reports to the Manager, International Development.

SELECTION CRITERIA

Essential

- An undergraduate degree in a relevant area with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Knowledge of legislation relating to international students such as the ESOS Act, DIAC requirements, etc. or the ability to rapidly gain such knowledge.
- A sound understanding of issues relating to the export of Australian education.
- Knowledge of University student computer systems e.g. SI-net and Business Objects, or the ability to rapidly gain such knowledge.
- Excellent oral and written communication, and interpersonal skills, with the ability to liaise effectively with academic and administrative areas within the University and external agencies.
- Experience in a tertiary education institution or other large organisation, including at least two years in an area directly related to international activities.
- Experience in the use of computer packages for word-processing, data storage and retrieval, e-mail, spreadsheets and other administrative activities.
- Experience in international development is desirable.
- Experience in a project management role is desirable.
- Ability to understand and promote the Faculty’s programs to a wide range of audiences, including international students, parents, international agencies, agents and alumni.
- Ability to interact effectively with people from diverse cultural backgrounds with sensitivity and awareness of cultural differences.

Ability to set own priorities, monitor work processes, meet regular deadlines and initiate and take follow up action.

The University of Queensland values diversity and inclusion.