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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), 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 our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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.

POSITION DESCRIPTION

Position Title: International Mobility Coordinator
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: NEW
Type of Employment: Full-Time, Continuing
Classification: HEW Level 6

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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 this will be a strategic focus going forward.

Organisational Environment

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the Faculty, please visit: www.eait.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-ug
DUTY STATEMENT

Primary Purpose of Position

To promote and coordinate inbound and outbound student exchange, short-term study programs, and international visitors for the Faculty ensuring an effective, professional and streamlined process.

Duties

Duties and responsibilities include, but are not limited to:

• Promotion and development of EAIT Faculty student international exchange opportunities, working in close collaboration with International Development, Marketing and Academic Administration.
• In collaboration with the Manager, International Development and the Manager, Marketing and Engagement, determine priority international partners and develop strategies to improve mobility outcomes with these institutions.
• Develop and implement guidelines and processes to manage risk and critical incidences for students undertaking overseas study.
• Coordinate pre-departure, farewell, and welcome home events for outgoing exchange and incoming exchange and study abroad students; and monitor the need for further support and encouragement.
• Coordinate promotion of outgoing exchange and other overseas study experiences, including management of information provision via the web, faculty presentations, and other opportunities to highlight the advantages of participating in an outgoing exchange program and other overseas study experiences.
• Assist Schools with promoting and coordinating incoming / outgoing student exchange and visiting scholars
• Liaise with incoming and outgoing exchange students, and obtain testimonials and photographs to enhance the Faculty’s ongoing mobility promotion.
• Coordinate international visits for the Faculty.
• Work with the student administration team and develop specific knowledge of EAIT program requirements.
• Provide advice on all student international exchange matters, providing input to reports and analysis as required by Associate Dean, External Engagement; Manager, International Development; Manager, Marketing and Engagement; Faculty and School administrative staff.
• Provide accurate advice and support to individual students in relation to overseas mobility options.
• Liaise with partner institutions to better understand and promote individual mobility offerings, and to develop and maintain a strong and collaborative relationship with relevant mobility staff.
• Maintain the exchange website with accurate records on exchange partner and course details.
• Provide Assistant to schools and faculty to promote scholarships to international students and help to manage the database
  • Provide support to coordinate international students related events
• Any other duties as directed by your supervisor.
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 of 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 Engagement.
SELECTION CRITERIA

Essential

• Completion of an undergraduate degree with at least four years subsequent relevant experience; or extensive experience in a relevant area (client and relationship management, marketing, student and academic administration, international student administration) or an equivalent combination of relevant experience and/or education/training.

• High level interpersonal and communication skills, including the ability to provide advice, negotiate and liaise with stakeholders to achieve desired outcomes.

• Demonstrated ability to positively develop and manage relationships with internal and external stakeholders across a wide client base with demonstrated commitment to the provision of a high level of customer service.

• Excellent communication, liaison, negotiation, and relationship-building skills and the ability to deal effectively with clients and vendors.

• Ability to work to objectives with limited guidance either independently or as a member of a small team.

• Excellent computer skills, including sound knowledge and experience in the use of Microsoft Office and the ability to rapidly acquire skills in new applications.

• Experience and sound skills in using software packages to support reporting, customer relationship management and program functions.

• Ability to work collaboratively and professionally with colleagues.

• Initiative, flexibility and willingness to work across a range of activities.

• Excellent organisational skills and the ability to prioritise tasks with accuracy and attention to detail.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.