POSITION DESCRIPTION

Position Title: Scholarships & Grants Officer
Organisation Unit: Student Employability Centre
Position Number: 3025325
Type of Employment: Full-time, Fixed term 6 months
Classification: Hew Level 5

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://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 Student Employability Centre is part of the Student Affairs Division, which also comprises Student Services. The Student Employability Centre is custodian of the UQ Student Employability Strategy, and co-ordinates and promotes the distinctive features of the UQ student experience including the ‘UQ Advantage Award’, leadership, global mobility and undergraduate research experiences, and provides supports to enable students to translate, articulate and transfer these experiences into the workplace.

The activities of the Office are aimed at ensuring that the benefits that derive from the University’s diversity, its research reputation and capacity, its international links, and its strong links with industry and the professions are embedded into the undergraduate educational experience.

Further information about the Student Employability Centre can be found here: http://www.uq.edu.au/uqadvantage

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 Scholarships and Grants Officer provides operational and financial administration support to activities and programs coordinated by the Student Employability Centre (UQSEC), including the UQ Abroad program, UQ Advantage Grant scheme, and Undergraduate Research Programs.

Duties

Duties and responsibilities include, but are not limited to:

- Administration of centrally-funded exchange program scholarships, including maintaining records and facilitating payments.
- Administration of government funded OS-HELP loans, including liaising with Faculties for eligibility checks, processing of applications, responding to student enquiries, maintaining records and facilitating payments.
- Administration of other UQ Student Employability Centre (UQSEC) or Student Engagement awards and grants as required, including processing applications, responding to student enquiries, maintaining records and the facilitation of payments.
- Handle enquires (by telephone, email and direct contact) and seeking advice from appropriate staff as required.
• Provide information to students, prospective students, general and academic staff on admissions & scholarships requirements.

• Assist with marketing events as required.

• Maintain an up to date working knowledge of key legislation, policies and procedures particularly in relation to OS-HELP loans.

• Provide reports and advice relating to UQSEC grants and scholarships schemes as requested by the Director, UQSEC.

• Compile and maintain various spreadsheets and database registers as 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 Student Engagement Manager, Student Employability Centre
SELECTION CRITERIA

**Essential**

- Completion of a degree or of an associate diploma with at least two years of subsequent administrative experience or an equivalent combination of relevant experience and/or education/training.

- High level of computer proficiency, including competency with the Microsoft Office suite and intermediate to advanced knowledge and experience in using databases and associated reporting tools.

- Demonstrated high level of written, oral communication and interpersonal skills, including the ability to effectively liaise and negotiate with people at all levels.

- Well-developed organisational and planning skills, with the ability to prioritise, work under pressure and meet deadlines, whilst maintaining accuracy, strong attention to detail and a flexible approach.

- A strong orientation to providing outstanding customer service.

**Desirable**

- Experience of student administrative processes such as admissions, scholarships, or student management at UQ or in a similar higher education environment.

- Sound knowledge of database management systems such as SI-Net, Business Objects and Aurion, or ability to develop this knowledge quickly.

- Experience working with students in a tertiary education environment

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

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