POSITION DESCRIPTION

Position Title:  School Liaison Officer & Young Scholars Coordinator
Organisation Unit:  Office of Domestic Student Recruitment
Position Number:  3021202
Type of Employment:  Full-time, continuing
Classification:  Hwe Level 7

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 (65). 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.

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 $11 billion+ (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 Office of Domestic Student Recruitment (DSR) has an important mandate for attracting the best academically inclined students from throughout Queensland and Australia. At the strategic level, the Office is responsible for student recruitment, engagement with high schools, and strategic insights in relation to trends, competitive practices and market perceptions. DSR is also responsible for managing programs aimed at increasing the tertiary aspirations of students from low socio-economic backgrounds.

DSR’s Outreach Team comprises seven general staff members, including the Manager who reports to the Director, DSR. The team is responsible for administering the UQ Young Achievers Program (UQYAP), the UQ Outreach Program, and general aspiration-building and outreach work among schools and prospective students and their families.

DSR’s School Liaison Team comprises four staff members. The team is responsible for administering the UQ Young Scholars Program (UQYSP), and UQ’s student recruitment activities across Queensland high schools and at UQ’s campuses.

Information about DSR (formerly OPSSE) may be accessed here – www.uq.edu.au/opsse

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 function of the position is to organise, coordinate and participate in the University’s face- to-face student recruitment activities encompassing school visits, careers markets and related recruitment events through-out Queensland and interstate. The position also project manages all aspects of the Young Scholars Program (YSP) to attract high achieving students to UQ, including via a high-level pre-tertiary experience.

This Program involves project budgeting, internal and external communication, program development, utilisation and monitoring of social media, residential college organization, reporting and measurement, selection of participants and the recruitment, selection and training of student mentors.

Duties

Duties and responsibilities include, but are not limited to:

- building relationships with key influencers in secondary schools, UQ faculties, residential colleges and other organisational units in relation to the coordination of on and off campus events and engagement
- organising and participating in UQ student engagement and school-based events in order to showcase UQ in the best possible light
• delivering presentations to secondary school students, parents and school contacts to increase advocacy for UQ

• project manage all aspects of the Young Scholars Program (YSP) to attract high achieving students to UQ, including via a high-level pre-tertiary experience. This Program involves project budgeting, internal and external communication, program development, utilisation and monitoring of social media, residential college organisation, reporting and measurement, selection of participants and the recruitment, selection and training of student mentors.

• Execution and management of the five-day Young Scholars residential camp program.

• Supervision of casual staff and volunteers involved in the Young Scholars Program (YSP).

• monitoring the publications, websites and school based activities of competitors and providing feedback on best practices

• coordinating and hosting campus tours (St Lucia campus)

• other duties as directed.

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

• Ability to travel within Queensland and New South Wales and be flexible with work hours.

• Possession of a current open driver’s licence.

• Eligibility for a Queensland Government Blue Card.

Organisational Relationships

The position reports to the Manager, School Liaison.
SELECTION CRITERIA

Qualifications

Essential
Completion of an undergraduate degree in business, marketing, arts, communication, administration or another related discipline, and at least four years relevant work experience.

Extensive experience and management expertise in a related administrative field or an equivalent combination of relevant experience and/or education/training.

Desirable

• Experience in a university or school setting advising either potential or current students
• Experience in organising events and project management
• Knowledge of the preparation and monitoring of budgets and interpreting financial reports or the demonstrated ability to rapidly acquire such knowledge.

Knowledge and Skills

• Excellent oral and written communication skills including the ability to communicate effectively with clients by telephone, email and in person
• High level organisational skills
• Demonstrated capacity to prioritise own workload, work independently and meet deadlines
• Demonstrated leadership capabilities.
• Competence and confidence in public speaking, presenting to large groups
• A strong client service ethos and excellent interpersonal skills
• The ability to work both autonomously and as part of a team
• Sound computing skills including familiarity with MS Office software applications.

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.

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