POSITION DESCRIPTION

Position Title: UQ Young Achievers Program Coordinator
Organisation Unit: Office of Domestic Student Recruitment
Position Number: 3023960
Type of Employment: Full time, Fixed term
Classification: HEW 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 (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.
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 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 UQ Young Achievers Program Coordinator works closely with the Manager, UQ Young Achiever & Outreach Programs and the UQ Young Achievers Program Officer in planning and operationalising all aspects of the UQ Young Achievers Program (UQYAP). More broadly, this position will support the equity and access objectives of the University.

**Duties**

- Supervise a full time UQ Young Achievers Program Officer (HEW 5).
- Communicate with Program stakeholders, including students, school staff, University staff and senior executive, Program donors, DSR staff, and other internal and external stakeholders where relevant.
- Communicate up-to-date and well-informed information to students, parents/guardians, and other Program stakeholders. This includes: delivering presentations at residential camps, parent information evenings, welcome and celebration events, and mentor training; providing information via phone and email; and assisting with the coordination of regular Program newsletters.
• Coordinate Program events, including overseeing the planning, organisation, delivery, and review of residential camps, welcome and celebration events, open days, regional parent information sessions, and the Vice-Chancellor’s mentor recognition event. This includes liaising with relevant stakeholders, such as UQ residential colleges.
• Coordinate the preparation and publication of Program materials, including YAP Program and Mentor Program brochures, application and acceptance documents, annual reports, and certificates. This includes liaising with relevant stakeholders, such as the UQ Office of Marketing and Communications.
• Review, establish, and maintain effective administrative, and processing systems for all Program activities.
• Provide specialist information to the Manager, UQ Young Achiever and Outreach Programs to inform Program practice and future strategy.
• Consult the Manager, UQ Young Achiever and Outreach Programs for advice on responding to new and unfamiliar questions, issues, or tasks and when making decisions regarding changes or additions to the Program.
• Other duties as required.

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, UQ Young Achiever & Outreach Programs.
SELECTION CRITERIA

Essential

- Completion of an undergraduate degree in a relevant area with at least four (4) years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in developing and implementing effective projects in either a University environment, government or business.
- Excellent interpersonal and communication skills with capacity to work with multiple stakeholders including school-age individuals to deliver key business outcomes.
- Proven organisational skills, including the ability to work within a budget, independently to tight deadlines whilst leading a small team.
- Demonstrated ability to develop and present engaging content through workshops to support achievement of the programs objectives.
- Possession of an open driver's licence.
- Must be the holder of a Blue Card or have the ability to obtain one.

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.