POSITION DESCRIPTION

Position Title: Coordinator, Assessments
Organisation Unit: UQ International
Position Number: NEW
Type of Employment: Full time
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 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. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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://uniqest.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.

**UQ International**

As part of its internationalisation strategy, The University of Queensland has affirmed that its international activities are an integral part of the University’s mission and that international outreach in learning, discovery and engagement will continue to grow in all parts of the institution, thereby assisting its students to prepare for a more internationally-oriented future and continuing to build on its staff’s participation in and contribution to international research and scholarship.

In support of the University’s Global Engagement Strategy and the Internationalisation Plan, the major functions of UQ International are:

- Identification and development of new strategic international initiatives
- Developing and managing key international partnership arrangements
- International marketing and promotion, including student recruitment
- International student administration.

UQ International is comprised of three sections: the Director’s Office (including International Admissions), International Marketing & Recruitment, and UQ Global Engagement.

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

This position provides leadership to and supervision of the team of 18 Admissions Officers within IAS, allocating work within the area, establishing work priorities/targets, allocating resources, managing work flows, and undertaking annual recognition and development reviews as appropriate. In addition, this role is required to undertake application assessing duties for a nominated country portfolio.

The Coordinator, Assessments works closely with the Deputy Manager (Policy and Quality) International Admissions in developing procedures to support the assessment of international student applications to UQ award programs.

**Duties**

Duties and responsibilities include, but are not limited to:

- Develop expert knowledge of university corporate systems, policies and procedures, and priorities appropriate to the processing of applications from international students,
including Australia Award, overseas qualifications, visa regulations, OSHC and other issues relevant to international students.

- Manage the activities of the assessing team within International Admissions on a day to day basis, including allocating work to the team, establishing work priorities/targets, allocating resources and work flows.
- Provide advice, support and on the job training to the admissions officer team to ensure accurate and consistent application of university policies, procedures and systems.
- Undertake reviews and associated performance appraisal and development planning of staff within the admissions officer team.
- Develop knowledge of the political, economic and educational developments in targeted overseas countries as they impact on the application and enrolment procedures of the University, as required by the International Admissions Manager and the Deputy Manager (Policy and Quality).
- Maintain a working knowledge of the external regulations and reporting requirement pertaining to the enrolment of international students at the University, including visa compliance, the ESOS Act and the National Code.
- Solve problems and negotiate solutions related to admissions policies and requirements within the regulatory framework of international education.
- Undertake the assessment of international applications for a nominated cohort or Faculty as determined by the International Admissions Manager.
- Undertake international admissions related projects as required by the Manager and Deputy Manager (Policy and Quality) International Admissions.
- Together with the Deputy Manager (Policy and Quality), maintain up-to-date assessment resources and procedures, including researching and providing advice on international qualifications, prerequisites and the currency of assessment mechanisms.

**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**

This position reports to the International Admissions Manager.
SELECTION CRITERIA

Essential

- A degree with at least four years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Strong administrative skills to contribute to the management of a successful application assessment process across the institution.
- A capacity to quickly develop a sound working knowledge of the University's obligations to international students studying on shore as it applies to the student visa regulations, the ESOS Act and the National Code.
- A capacity to quickly develop detailed knowledge of the University's entry procedures, award programs, and the corporate systems relevant to the admission of international students.
- Demonstrated high-level interpersonal skills, including the ability to negotiate and work effectively with a diverse clientele across all levels of a large organisation.
- Excellent supervisory skills including demonstrated capacity to lead, manage and coordinate a team of staff to achieve desired outcomes.
- Highly developed analytical and problems solving skills including the ability to analyse computer generated data and a sound operational knowledge of software applications suitable for the presentation of data analyses.
- An understanding of, and commitment to, the principles of equity and equal opportunity.

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.