POSITION DESCRIPTION

Position Title: Global Scholars Coordinator
Organisation Unit: UQ Graduate School
Position Number: 3035432
Type of Employment: 2 years fixed term, 60% teaching focused appointment
Classification: Level A or B

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 $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.

Organisational Environment

The University of Queensland has supported over 15,000 students in their academic pursuit to attain a higher degree by research (HDR). With over 2000 research experts and a reputation world-wide as an elite research institution, UQ provides research candidates with every advantage.

More than 4400 students are currently undertaking a higher degree by research at UQ under the support and guidance of the UQ Graduate School. The Graduate School has academic responsibility for managing admissions, providing research scholarships, supporting students during their candidature, and facilitating the examination of theses. The Graduate School coordinates year-round skills training, supports infrastructure and research facilities, and provides opportunities to accelerate career development for HDR candidates.

Global Scholars Program

The Global Scholars Program provides a unique cohort experience for up to 30 PhD students from across UQ’s faculties and institutes. Through seminar-style lectures, a four-day retreat, development of a sustainable business plan or an internship undertaken alongside students’ PhD studies, Global Change Scholars will have the opportunity to explore the broader relevance of their own research in the context of global change. Learning side-by-side with students from other disciplines, Global Change Scholars are exposed to the latest thinking in global change from internationally renowned academics as well as captains of industry, and political and societal leaders. Scholar will regularly engage with well-recognised leaders in their fields who are passionate about global change issues. In addition, scholar will profile their research through public engagement, networking opportunities and through the media.

Information about the UQ Graduate School may be accessed at https://graduate-school.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-uq

DUTY STATEMENT

Primary Purpose of Position

The Global Scholars Coordinator work closely with the PVC (Research Training) & Dean of the Graduate School and the Director, Global Change Institute, to coordinate this graduate researcher development program for 30 PhD students each year. The Coordinator will implement the strategic vision of this program by ensuring activities and opportunities for participants are provided and carried out effectively. Additionally, the Coordinator will be responsible for engaging with external networks and also internal contributors and advisors.

This role would suit an early career academic with an interest in PhD student development and interdisciplinary research, seeking experience in a teaching related role.
Duties

Duties and responsibilities include, but are not limited to:

- Operational oversight of the Global Change Scholars Program, including working closely with professional staff to schedule activities;
- design and lead development opportunities for students, including seminars and work shops;
- monitor the Program’s budget, in conjunction with the Director, UQ Graduate School;
- maintain program materials and further the aims of the program by review and refinement of the program
- provide a cohort experience for participants, ensuring a stimulating and supportive environment;
- provide an annual update;
- engage with internal and external networks to provide input into the program;
- coordinate and participate in the 4 day research retreat;
- develop methods to measure the impact of the program on the student experience;

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 Global Scholars Coordinator reports to the Pro Vice Chancellor (Research Training) & Dean, UQ Graduate School.
SELECTION CRITERIA

Essential

- A staff member on a UQ academic appointment for the term of the appointment;
- A record of collaborative inter-disciplinary research that relates to significant contemporary global issues;
- A developing academic record with evidence of success in research;
- Experience in supervision of postgraduate students and awareness of the range of issues they encounter in completing their programs;
- Ability to make academic judgements in relation to the selection and admission of graduate students, effective monitoring of their progress, and attainment of quality outcomes in the award of research higher degrees;
- Understanding of contemporary expectations in research training and of the role inter-disciplinary research in student learning.

Applications:

The position is for a period of 2 years and based in the Graduate School at St Lucia Campus. The position would ideally be 0.6 FTE or could be made up of a combination of two people if suitable.

Expressions of interest are invited from suitably qualified individuals. Applications must consist of the following:

1. Expression of interest: A covering letter to introduce yourself and highlight the key reasons you should be considered for the role plus a document (no more than 2-pages) that addresses the selection criteria.
2. Curriculum Vitae – An academic curriculum vitae should include leadership responsibilities, research fields and current interests, publications, research grants awarded and, if applicable, details of teaching evaluation.

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.