POSITION DESCRIPTION

Position Title: MBA Career Consultant
Organisation Unit: UQ Business School
Position Number: 3027980
Type of Employment: Full Time
Classification: HEW 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, 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. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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](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 UQ Business School has seven main areas of academic strength represented by discipline clusters – accounting; business information systems; finance; management; marketing; strategy; and tourism with an associate professor reporting to the Head of School leading each cluster.

Currently, the School has over 9,000 students enrolled in its programs: 6,000 at undergraduate level; 3,000 at postgraduate coursework level; and around 160 in research higher degree programs. Approximately one-third of the student body are international students, mostly from the Asia-Pacific region.

The School’s aim is to achieve national and international recognition as being among the best research intensive business schools in the Asia-Pacific region. The School carries AACSB International and EQUIS accreditation – the first school in Australia to receive AACSB and EQUIS accreditation across the full range of programs. The School enjoys strong research links with leading international research schools.

Details of the teaching programs, research activities and business relations may be accessed through the School’s web site at: [https://www.business.uq.edu.au/](https://www.business.uq.edu.au/).

Information about the Faculty and the School may be accessed on the Faculty’s web site at [https://bel.uq.edu.au/](https://bel.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](http://www.uq.edu.au/current-staff/working-at-uq)

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**DUTY STATEMENT**

The Master of Business Administration (MBA) Program is one of the flagship programs of the School. UQ Business School’s MBA is ranked 16th in the world and is the highest rated MBA outside of the United States and Europe according to *The Economist*. For the past twelve years we’ve been awarded the highest possible rating from Australia’s most influential rating body, the GMAA, and are also ranked number two in Australia by *AFR BOSS* magazine.

Working within the UQ Business School, the MBA Careers Consultants seek to develop personal and professional outcomes for MBA students and alumni. The aim is to provide industry connections and graduate outcomes to enhance the student experience, and strengthen engagement with industry.
The UQ Business School vision is for the roles to be a recognised, responsive and valued partner, providing expert career solutions to MBA students and alumni ensuring the realization of career aspirations within an environment of learning excellence.

Duties

Duties and responsibilities include, but are not limited to:

**Industry Engagement and Recruitment**

- Develop a network of local and national industry contacts interested in employing UQ MBA talent and partnering with the UQ MBA Program.
- Place MBA graduates into employment and monitor success rates of MBA graduate placements.
- Liaise with the School’s Alumni and Marketing Coordinator to facilitate increased MBA alumni connections.
- Arrange recruitment drives, employer events and one on one meetings between MBA students, Alumni and target employers.
- Promote UQ Business School MBA graduates as preferred candidates through multi channels of industry engagement.

**Career Development**

- Establish contact with new MBA students, develop and update career plans and maintain close career management relationships with students.
- Develop a detailed understanding of key target sector employment requirements through consultation as to what employability skills are sought in excellent MBA graduates.
- Review and organise career skills development workshops for MBA students to undertake in progression throughout the MBA program.
- Source experts to lead workshops and develop measures for the effectiveness of the workshops.
- Develop mentoring strategies for MBA students, as distinct from recruitment strategies.
- Liaise with internal UQ stakeholders (eg. MBA Director, MBA Associate Director and Academic staff) to ensure activities are well communicated, supported and are in line with other relevant UQ objectives and programs and or projects.
- Gain detailed understanding of the content, approach and career development outcomes in the first course undertaken in the program, Management Frameworks through close liaison with the facilitators.

**Business Development**

- Participate in MBA student recruitment activities, information evenings etc. (and undertake interstate travel as required).

**Management Information**

- Record and collate data associated with student advisory and placement activities.
- Record all individual student and group consultations in order to provide detailed reports to management.
• Provide timely, accurate and relevant information to management on various aspects of programs including academic staff, senior administrative staff and accrediting bodies.
• Develop a suite of key performance indicators to facilitate the review of successful placements and the impact of projects against key indicators.
• Determine and coordinate resources (other than human resources) required to deliver agreed service levels to all internal and external stakeholders to facilitate student participation.

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 currently reports to the School Manager with an indirect reporting line to the Director and Associate Director, MBA Program.

SELECTION CRITERIA

Essential

• A degree with at least four years subsequent, experience in an area related to senior executive recruitment, employment and/or career development field, or an equivalent combination of relevant experience and/or education/training

Desirable

• Certificate IV in Career Development
• Registration or accreditation with the relevant careers management professional body

Experience

• Experience in senior executive recruitment, employment and/or career development
• Experience managing student expectations with regards to capability and career placement.

Knowledge and Skills

• A proven proactive approach to cultivating business opportunities within a business to business environment.
• Demonstrated high level end to end recruitment process and reverse marketing techniques.
• In-depth knowledge of key target sector employment requirements, and MBA employment trends.
- Access to, or the ability to negotiate access to, a strong network of industry connections.
- High level communication skills including effective listening, the ability to develop rapport, and to influence and persuade key stakeholders including employers, academics and students.
- Excellent interpersonal skills.

**Personal Qualities**

- Ability to work independently as well as collaboratively and professionally with internal and external stakeholders including but not limited to staff, students, alumni and industry.
- A strong commitment to customer service.
- Ability to liaise effectively with private and public organisations and professional groups at senior management level.

UQ 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 for further information and points of contact if you require additional support. Accessibility requirements and/or adjustments can be directed to hr@bel.uq.edu.au.