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 Australian Teaching and Learning Council Awards for Teaching Excellence 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.

**POSITION DESCRIPTION**

**Position Title:** Field Study Trip Planner/Organiser  
**Organisation Unit:** UQ Business School  
**Type of Employment:** Casual
Organisational Environment

The UQ Business School is located on the St Lucia campus with a staff of approximately 172 academic staff; 150 equivalent tutors and 85 professional staff. The School leases space in the Brisbane central business district in Central Plaza 1 where it offers core MBA courses and provides executive education and function facilities.

The School has seven main areas of academic strength represented by discipline clusters – accounting and accountability; 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 8,390 students enrolled in its programs: 6,201 at undergraduate level; 2,035 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 mission is to be courageous thought leaders and engage with stakeholders, locally and globally, to achieve excellence in business education and research. 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: http://www.business.uq.edu.au/.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.business.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

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

To assist with the planning and delivery of an undergraduate Field Study tour in Orlando, Florida, Nov/Dec 2017.

Main Duties:

- Liaise with students in relation to flight bookings, visa requirements and other documentation required for the field study tour
- Answer student queries relating to travel and tour activities
- Track bookings and payments
- Liaise with Disney staff in relation to activities, tours and workshops
- Liaise with students and Disney resort about room sharing arrangements
- Digitise tour itinerary and bookings
- Advise on meeting and dining venues during the tour
- Organise daily transport and logistics for the group
- Lead of one of the three groups of students
• Present on-site 'behind the scenes' talks that explain how Disney design and deliver events
• Organise a social event with UQ students currently working as interns at DisneyWorld

**Induction and Training**

• As a condition of appointment, all tutors must attend a Tutor Training Day held prior to the beginning of Semester 1 each year. You must also make yourself available to other training at the direction of your supervisor.
• Complete the UQ Annual Fire Safety and General Workplace Safety Induction online training modules.
• Complete the UQ Academic Integrity Tutorial online training module.

**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 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 Course Coordinator, Associate Lecturer, Lecturer and/or Cluster Leader as appropriate.

**SELECTION CRITERIA**

**Essential**

• Must have a minimum qualification of an undergraduate degree in a business related area.
• Minimum GPA of 4.0/pass or enrolment in a relevant postgraduate program (coursework or RHD).
• No finding of 'guilty' in student misconduct matters.
• Demonstrated effective teaching skills or potential to rapidly acquire this skill, including the ability to encourage student input, be approachable and provide clear helpful advice and feedback.
• Proficiency in the use e-learning systems (e.g. Blackboard) or ability to rapidly acquire this skill.
• Comfort and confidence with public speaking and the ability to effectively lead small groups.
• High level of interpersonal, written, and oral communication skills including the ability to provide advice to and liaise with a wide range of individuals including senior academics, students, and professional staff.
• Demonstrated ability to exercise tact, good judgement and maintain confidentiality.
• Ability to prioritise own workload, work independently and meet deadlines.
• Willingness to undertake a Student Evaluation of Tutor (SETutor) questionnaire; and, if a Research Higher Degree (PhD) student, willingness to participate in the Graduate Teaching Assistant (GTA) program.
• Ability to work collaboratively with colleagues, particularly the relevant course coordinators.
• In-depth knowledge of visitor experiences, events and layout of Magic Kingdom, EPCOT & Animal Kingdom
• Operational knowledge of transport system and logistics of travelling between venues
• Ability and expertise in digitising bookings (booking fast passes and events using Mickey Band technology)
• Ability to deliver talks on Disney’s approach to staff training and team building
• Proven track record of tutoring at an undergraduate level

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.