POSITION DESCRIPTION

Position Title: Employability Support Officer
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: 3037832
Type of Employment: Full time, Fixed Term until December 2020
Classification: Hew Level 5

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 Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

Our people are our greatest asset. We offer collaborative, inclusive work and study places, which are enriched by the significant diversity of our staff, students and community. We genuinely believe that creativity and innovation flourishes in an environment where people feel supported, valued and empowered. Mutual respect, inclusivity and accountability are at the cornerstone of UQ’s culture.

The Faculty is committed to supporting the career growth of women researchers and have a number of initiatives to support women in developing and achieving a fulfilling research career at the Faculty.

For more information about the Faculty, please visit: www.eait.uq.edu.au

Information for Prospective Staff

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Further 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 Employability Support Officer will join the Student Employability Team within the Faculty of Engineering, Architecture and Information Technology (EAIT). The Student Employability Team is the Faculty’s gateway for industry engagement with students. The team identifies and facilitates placement opportunities for all EAIT students and enhances the student experience and employability outcomes through the provision of a student employability program. This program fits within the broader University of Queensland's Student Employability Strategy and Employability Framework.

Working collaboratively with the EAIT Student Employability Team, the Employability Support Officer will provide administrative and external engagement support to the team in all activities related to the development, implementation and coordination of industry-student and employability activities for students from within the Faculty.

**Duties**

Duties and responsibilities include, but are not limited to:

**External Business Engagement**

- Assist the EAIT Student Employability team to research and identify strategic relationships and opportunities with existing and more importantly, new internal and external partners to further identify student placement opportunities.
- Assist external organisations to advertise and promote placement opportunities through social media, website and StudentHub

**Marketing and Promotion**

- Assist in promoting initiatives that lead to an increase in the awareness, understanding, value and subsequent participation in placements and employability activities by EAIT students.
- Assist with the development of placement and employability resources for use by all EAIT students.
- Administer the EAIT Student Employability Team’s web and social media presence

**Information Management**

- Record and collate data associated with student placement and external liaison activities across the Faculty and update internal and University databases to ensure currency of information for staff and students.
- Assist in the preparation and collation of reports and documents that provide timely, accurate and relevant student placement information to stakeholders including Faculty management, academic staff and senior administrative staff.
**Student Employability**

- Assist with the placement of students including the administration of standard placement agreements with external corporate stakeholders ensuring accurate records are maintained.
- Process routine requests, documentation, approval forms and agreements relating to student placements and employability and ensure documentation, forms and agreements are stored in the appropriate location.
- Coordinate and assist with the implementation of process improvements and standard operating procedures in relation to administrative tasks associated with placements and employability related activities, in consultation with the EAIT Student Employability Team.
- Liaise with other Faculties, Schools and Central Career Services regarding placement and employability related matters.

**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 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 EAIT Employability Manager.

**SELECTION CRITERIA**

- Tertiary qualifications in a related area or experience in administration and contributing to the cultivation of new business in the sales or recruitment industry or, experience in the human resources industry.
- Experience within the external recruitment or human resources industry including experience with external liaison and assisting with the development and cultivation of business opportunities either over the phone or face to face.
- Strong organisational skills and demonstrated ability to prioritise own workload, meet deadlines and work with a high level of accuracy and attention to detail and in accordance with policies and procedures.
- Demonstrated oral and written communication skills and digital literacy
skills including with CRMs, websites and social media platforms.

- Well-developed interpersonal skills, including the ability to communicate effectively, handle sensitive and confidential matters, negotiate effective outcomes and work effectively as a member of a team.

- High level of computer proficiency (competency at intermediate level at least) with software packages such as Microsoft Office (particularly Microsoft Excel and Word) and customer relationship management (CRM) packages.

- A strong orientation to the provision of a high level of customer service over the phone and in person in a busy environment.

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.