POSITION DESCRIPTION

Position Title: Student and Discipline Coordinator
Organisation Unit: Student and Academic Administration – Faculty of Medicine
Position Number: 3005751
Type of Employment: Full-time, fixed term
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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 $11 billion+ (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.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.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

To contribute to optimal teaching and learning experiences for local and overseas medical students undertaking their clinical training via the Faculty of Medicine, through the delivery of high quality student academic support services. Specifically the role will coordinate the Discipline of Anaesthesiology & Critical Care rotation from orientation to end of rotation examinations at all Clinical Schools.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning Support

- Coordinate and administer all aspects of student attachments in the Discipline of Anesthesiology and Critical Care across each of the Clinical Schools within the context of the aims and objectives of the relevant Clinical School. This may include timetabling of activities, liaising with tutors in relation to their availability, as well as acting as the first point of contact and advocate for student needs and issues.
- Provide content for discipline specific orientations and coordinate orientation sessions at the commencement of each rotation for both students and clinical teachers across all clinical sites offering the Discipline.
- Administer curriculum delivery, working with and supporting clinical educators to achieve optimal learning objectives for students, which includes coordinating the teaching programs at the relevant Clinical School, as well as working with the e-learning team to oversee the preparation and update of web-based learning resources via the relevant Blackboard site.
- Help with the initial deployment of new educational material – modules, cases, SBTs.
- Help with utilisation of new technologies and changes in Blackboard.
- Conduct appropriate revisions and version control of materials.
- Organise summative assessment in an integrated semester role out.
- Help and support other Student Coordinators in the School with changes and problem solving.
- Provide advice to students and Academic Staff on University and School rules and regulations on the relevant Rotation requirements and assessment procedures in order to solve both routine and non-routine problems.
- Work with the Clinical School Team Leaders and the Student Administration Team members to assist in the annual Clinical School Student Allocation process.

Examination and Assessment

- Coordinate the rotation examination sessions with the UQ academics and clinical educators. This may include the following:
  - Oversee the examination paper and examination process for the discipline across all Clinical Schools.
  - Liaise with the UQ academics and clinical educators in relation to their availability.
  - Timetable the exam schedule and liaise with the clinical staff to ensure patients are available for the exam where applicable.
  - Prepare and collect exam mark sheets from the examiners.
  - Run the clinical exams during the last week of each rotation.
  - Enter students’ results onto Blackboard Grade Centre in a timely manner.
• For each rotation coordinate a review for the Discipline in preparation for the School Board of Examiners.
• Oversee the process of effective record management of student assessment information according to the School and University policies.

*Note: The Critical Care rotation currently has an online assessment process but summative assessment will be introduced with the forthcoming semesterisation of Phase 2.

**Overseas Elective Student Placements**

• Coordinate and administer the logistics of overseas students within the Discipline of Anaesthesiology and Critical Care by liaising with clinical educators and relevant staff at the relevant Clinical Schools.
• Coordinate the first-day reporting orientation for overseas students undertaking their attachment at the Royal Brisbane Clinical School.

**Academic Support**

• Provide advice to the relevant Course Coordinators and clinical educators on student matters relating to the teaching programs and assessment results.
• Coordinate course evaluations as required in a rotation or semester. Liaise with Faculty of Medicine Evaluations Officer (SeCAT).
• Coordinate Discipline participation at various meeting of the Faculty of Medicine
• Provide leadership and mentoring to less experienced student coordinators in the form of training, development of standardised correspondence and training materials and assistance with non-routine problem solving.
• Any other duties as reasonably directed by your supervisor

**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 position reports to the Team Leader, Curriculum Support and works closely with the Head of Discipline of Anaesthesiology and Critical Care.
SELECTION CRITERIA

Essential

- Completion of a degree or an equivalent combination of relevant experience and/or education/training.
- Previous administrative experience in a University or similar organisation;
- Demonstrated experience in dealing with the needs of tertiary students.
- Excellent interpersonal, written and oral communication skills;
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Strong organisational skills including the ability to prioritise work, to deal competing demands, manage time effectively and meet deadlines.
- Well-developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues, maintain confidentiality and provide impartial advice.
- High level computer skills in a variety of packages and the ability to become an effective user of new computer systems;
- Ability to work both independently and within a flexible team environment;
- Ability to foster a client service working environment and build and maintain rapport with general, academic and clinical staff and students;
- Willingness and ability to demonstrate initiative and accept responsibility;
- Ability to exercise discretion, good judgment and maintain confidentiality.

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 Aleisha O’Neill (HR Advisor) at a.oneill@uq.edu.au