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://uniest.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

This position is responsible for managing aspects of the Faculty of Medicine Ochsner partnership. Includes liaison, relationship management and engagement with a variety of
key stakeholders, the most prominent being the Ochsner Clinical School. The appointee will be accountable for a range of internal processes in relation to the Ochsner partnership, which will also require liaison with a wide range of University stakeholders including, UQ International, Finance & Business Services, the Faculty Finance Professional Services Team and Student and Academic Administration Team.

This position will provide regular updates and reports to the Medical Dean and the Head, Ochsner Clinical School, on specific aspects of the partnership.

The role will sit within the Student and Academic Administration team and will assist with various reporting requirements, not limited to the Ochsner partnership, including accreditation reporting and site visit preparations.

**Duties**

Duties and responsibilities include, but are not limited to:

**Partnership Management**

- Management of the Ochsner partnership including liaison, relationship management and engagement with a variety of key stakeholders, including the Ochsner Clinical School and MedEdPath;
- Liaison with all relevant internal UQ divisions, including UQ International, Finance and Business Services, and Student and Academic Administration, in order to effectively manage all administrative aspects of the Ochsner partnership;
- Work closely with the Senior Manager, Student and Academic Administration and the Medical Dean to ensure that ongoing support and updated information is provided to Ochsner cohort students;
- Manage all aspects of communication in relation to the Ochsner partnership including providing regular updates to the Medical Dean and Head of Ochsner Clinical School on Ochsner cohort students;
- Maintain a working knowledge of the UQ/Ochsner/ International Pathways Inc. partnership agreement in order to provide advice to relevant stakeholders as required;
- Monitor that UQ Ochsner related partner payments occur according to the agreed payment schedule, in collaboration with the Faculty Finance Team, and the Senior Manager, Business Improvement Unit;
- Liaise with the UQ International Financial Aid Officer on the compliance and reporting requirements for foreign medical schools for US Government Title IV student loans in order to report to key stakeholders as required;
- Act as liaison to ensure connection between UQ, Brisbane and the Ochsner Clinical School and their representatives;
- Monitor travel to Ochsner by Faculty of Medicine staff, and act as a liaison when required;
- Develop and coordinate staff travel itineraries and related events for representatives visiting from the Ochsner Clinical School;
- Oversee the ongoing provision of medical licencing examination support resources for medical program students within the allocated budget;
- Work closely with Phase 1 Academic Lead and support the implementation the USMLE support program and resources;
- Stay informed on changes to international certification/residency requirements (including, but not limited to United States (ECFMG), Canada (MCC), Singapore);
- Provide advice and support to international students applying for Australian internships;
• In collaboration with the Senior Manager, Student and Academic Administration, monitor the admissions process for the Ochsner cohort in order to report to the key stakeholders;
• In collaboration with the Senior Manager, Student and Academic Administration, monitor the production and quality of Medical Student Performance Evaluations/Records and certification applications for medical program student wishing to apply for overseas residency and certification.

**Information Management and Reporting**

- Develop information management reports required for ongoing reporting and accreditation requirements (including, but not limited to North American licensing examinations results and residency application outcomes, Ochsner admissions, Ochsner student progression rates, US Department of Education reports);
- Provide support to the Senior Manager, Business Improvement Unit in developing submissions and report for accreditation with key national and international bodies, particularly, but not limited to, those that pertain to UQ-Ochsner students;
- Assist the Senior Manager, Business Improvement Unit in developing schedules and itineraries for, and participate in, accreditation site visits and related events, including related financial and hospitality arrangements and stakeholder communications;
- Manage and maintain Faculty publications as they relate to admissions, study support, overseas licencing and residency applications;
- Manage the review of procedures and processes, ensuring they are fit for purpose to maximise efficiency, recommend improvements where identified and implementing agreed change.

**Supervision**

In collaboration with the Senior Academic Administration Officer, provide day to day supervision of the academic and international administration officer, including management of work flow, workloads, proactive leave management, general supervision, performance appraisals and associated training and development activities.

**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 Manager, Academic Administration.
SELECTION CRITERIA

Essential

- An undergraduate degree with at least 4 years’ subsequent relevant experience in student administration or an equivalent combination of relevant experience and/or education/training;
- Previous experience in a range of student administration processes as they relate to international students, including admissions, clinical placements, student accommodation, residency, financial aid, monitoring academic performance and reporting requirements;
- Experience developing and maintaining effective administrative processes of a high standard;
- High level interpersonal, oral and written communication skills, including the ability to effectively establish and maintain key stakeholder relationships as well as a broad range of communication with other Faculty departments;
- The ability to work independently and collaboratively, manage competing demands, prioritise tasks, problem solving, manage time effectively and meet deadlines;
- The accuracy and attention to detail to develop high quality documents (including but not limited to schedules and reports).
- A commitment to customer service and the ability to be highly responsive to clients’ needs;
- The ability to relate to students and colleagues from diverse cultural backgrounds, displaying awareness of cross-cultural communication issues and the ability to maintain strict confidentiality where appropriate;

Desirable

- Experience in Australia or/and US based higher education systems.

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.