POSITION DESCRIPTION

Position Title: Student Partners Project Officer  
Organisation Unit: Student Employability Centre  
Position Number: 3042516  
Type of Employment: Full Time, 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 Student Affairs Division within the portfolio of the Deputy Vice Chancellor Academic is comprised of Student Services, Student Employability Centre, and the UQ Health Service. The division focuses on helping UQ students at St Lucia, Gatton, and Herston campuses succeed in their studies and make the most of their UQ student experience by:

- Providing a range of support services that effectively meets the needs of the UQ student population,
- Working across the UQ Community to drive strategies to strengthen the quality of the overall student experience,
- Facilitating access to experiences that assist students to reflect UQ graduate attributes and enhance their employability

The Student Employability Centre is custodian of the UQ Employability Award, and coordinates and promotes a wide range of activities across UQ that empower students to enhance their employability including: global mobility; entrepreneurship and innovation; volunteering and mentoring; undergraduate research experiences; and leadership development opportunities.

The Centre enhances student employability through a focus on experiential learning, ensuring that students are able to capitalise on the benefits of the University’s diversity, research reputation and capacity, international partnerships, and strong links with industry and the professions.

The Centre also provides financial supports to enable students to access experiences, as well as supports to translate, articulate, and transfer these experiences into the workplace.

Further information about the Student Employability Centre can be found at: https://employability.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 provide support for Student/Staff Partnerships in the provision of a range of administrative duties, promotion of partnership opportunities, assisting with student partner recruitment, organising and assisting with the presentation of workshops and information sessions, updating online resources and supporting students and staff working on student projects or representation initiatives. The position will have a significant role in establishing the Student/Staff Partnership process and systems and fostering the Students as Partners ethos across UQ.
Duties

Duties and responsibilities include, but are not limited to:

- Undertake the administrative component of the promotion of partnership opportunities, the recruitment and on boarding process for student partners, and management of partnership documentation.

- Develop and update effective materials for presentations, workshops, online resources, surveys and handouts.

- Assist in event preparation including, logistical planning, orientation activities, and marketing materials, in collaboration with Event Management and Student Affairs staff.

- Assist students in accessing and submitting expressions of interest in partnerships opportunities and completing partnership project documentation.

- With the Student/Staff Partnerships team, coordinate student/staff activities that support the transition and success of participating UQ students and staff.

- Work with Student Affairs’ staff to identify and develop events and services which will assist students from a diverse range of backgrounds to contribute to partnerships.

- Deliver presentations to student groups, international visitors and representatives from partner institutions.

- Assist with the administration of Student-Staff Partnership grant allocation, including maintaining records, tracking project milestone achievements, and facilitating payments.

- Any other duties as reasonably directed by your supervisor and may include research into student/staff partnership engagement, and handling email, phone or face to face enquiries.

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 Student Partners Adviser, Student Employability Centre
SELECTION CRITERIA

Essential

- Completion of an undergraduate degree, with at least 12 months relevant work experience.
- Demonstrated ability to communicate effectively, using various written and verbal methods, with people from diverse backgrounds.
- Demonstrated high level of attention to detail, and ability to manage projects, events and presentations, with strong problem-solving skills.
- Sound understanding of student/staff partnerships and the higher education sector.
- Ability to prioritise own workload, work independently and meet deadlines, with excellent organisational skills.
- Excellent interpersonal and communication skills, including the ability to seek out and build effective networks and working relationships, and work collaboratively as part of a team.
- Experience administrating complex procedures – providing advice, collating documentation, corresponding with a range of stakeholders

Desirable

- General knowledge of The University of Queensland’s processes and protocols, or the ability to quickly acquire such knowledge
- Experience using a diverse suite of programs in order to edit and create professional documents and presentations, desktop publishing, and writing for the web.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.