

POSITION DESCRIPTION

Position Title:	Digital Experience Curator (Careers)
Organisation Unit:	Student Employability Centre
Position Number:	NEW
Type of Employment:	Full time, Fixed term 3 years
Classification:	HEW Level 7

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$1.75 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://uniquet.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 focusses 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 develop and deliver student Career Development eLearning solutions to assist students to navigate their employability journey while at UQ, and to provide training and support services

to students and academic and professional staff in the use of digital tools and platforms to enhance student employability development.

The position provides a single point of contact for staff (individuals and groups) related to configuration and technical support for the University's career and employability related eLearning tools. Located in the Student Employability Centre, this position will work collaboratively with Learning Designers in the Institute of Teaching and Learning Innovation (ITaLI), Learning and Research team in the Library, as well as Faculties.

Duties

Duties and responsibilities include, but are not limited to:

- Use national and international best practice to recommend, develop and deliver appropriate Career development e-learning solutions and digital resources for staff and students.
- Development and provision of support services to academic and professional staff with regard to implementation of Career development digital resources and e-learning tools.
- Development and delivery of workshops, training materials and professional learning resources for staff with relation to eLearning tools.
- Development of, publishing and maintenance of employability documentation including web content
- Evaluation of new tools and resources, reporting impact and recommendations to relevant University Committees.
- Liaison between end users and development, support, and training staff to ensure optimisation of the product environment.
- Collaboration on projects associated with eLearning, including stewardship where relevant.
- Collaborating with other organisational units.
- Liaison with a range of professional and academic staff, managers, service and technical staff within ITaLI, Library and ITS sections and teams to manage projects and process tasks relevant to eLearning. This includes prioritisation of staff time and resources.
- Representation on committees where considered appropriate by your supervisor.
- 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 Dr Dino Willox, Director, Student Employability.

SELECTION CRITERIA

- A degree with at least four (4) years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Proven ability and experience with supporting staff and/or students in the use of educational technologies to facilitate teaching and learning, including the design and delivery of training and professional learning materials.
- Knowledge of, and experience using educational software such as Learning Management Systems (Blackboard / Moodle), ePortfolio systems (e.g. Pebblepad/Mahara/ Chalk and Wire), and social media tools, and an understanding of how digital tools are used throughout the curriculum.
- Demonstrated knowledge of best practice in online web content including accessibility, usability, writing for the web, information architecture and search engine optimisation.
- Strong interpersonal skills with the ability to work collaboratively with colleagues and other internal and external stakeholders to achieve project aims and outcomes.
- Demonstrated ability to develop clear project plans and timelines, regularly communicate with stakeholders including project team members and monitor project progress maintaining within budget and required standards.
- Sound knowledge and understanding of current issues in the Australian higher education sector including the student experience, retention and success, and employability issues faced by students and graduates nationally and internationally.

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.

Accessibility requirements and/or adjustments can be directed to central-hr-advisory@uq.edu.au