POSITION DESCRIPTION

Position Title:  Student Experience Coordinator

Organisation Unit:  Office of the Executive Dean, Faculty of Science

Position Number:  3041293

Type of Employment:  Full Time Fixed Term until 8 March 2019

Classification:  Hews 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 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+

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 Science is recognised as a powerhouse for some of the world's leading
scientists, teachers, science programs and commercial outcomes. The Faculty is one of the
largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff,
and about 7500 (equivalent full-time) students.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and
animals, biomedical and biological sciences, chemistry, earth sciences, food sciences,
geography, marine science, maths and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates
are working on a wide range of groundbreaking projects from the molecular characterisation
of drug resistant bacteria that affect piglets through to finding better treatments for illness
and rehabilitation of the environment.

Information about the Faculty may be accessed on the Faculty's web site:
http://www.science.uq.edu.au/

Diversity and Inclusion

The Faculty recognizes 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.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to undertake the planning and deliver of projects with
the Faculty of Science Faculty Office that have a focus on enhancing the 'student
experience'.

Duties

Duties and responsibilities include, but are not limited to:

**Academic and Curricular Student Engagement**
- Plan and implement student engagement activities for the advanced science student
cohort.
• Plan and implement a framework, with the Associate Deans Academic, to provide support for students at risk.
• Coordinate, with the support of the Faculty Engagement Unit, student engagement events and social media.
• Coordinate the orientation events for commencing students

Non-Curricular Student Engagement
• Plan and implement a science and maths student leadership program (folding in existing peer assistant/tutor training and potential Work Integrated Learning activities) in partnership with UQ Advantage
• Plan and implement student camps and other cohort events, support by the Faculty Engagement Unit.

Committees
• Participate in relevant committees, as identified by the Associate Deans Academic

Projects
• Undertake analysis, design, development and project management for academic and curricular projects that have a focus on enhancing the ‘student experience’ in the Faculty of Science.
• Coordinate, develop and review the quality of submissions, project proposals, and relevant documentation for initiatives that improve the outcomes for the student experience.

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
• Any other duties as reasonably directed by your Supervisor.

Organisational Relationships
The position reports to the Manager, Student and Academic Administration.
**SELECTION CRITERIA**

**Essential**

- Completion of a Bachelor and Postgraduate qualifications or significant progress towards postgraduate qualifications; or a combination of relevant experience and/or education/training in Academic and Student Administration
- Experience working with diverse student cohorts.
- Demonstrated excellent interpersonal and communication skills, including an ability to negotiate, provide advice to and liaise with a wide range of clients and stakeholders including students, senior staff and other contacts.
- Experience in the development, management and delivery of projects and initiatives designed to improve the student experience within a higher education environment.
- Knowledge of the University’s structure as well as an understanding of policies, procedures, systems and practices in higher education and secondary schools, or the ability to rapidly acquire this knowledge.
- Must be self-motivated and have excellent organisational / time management skills with the ability to prioritise own workload, work independently and meet deadlines.
- The ability to analyse data, develop reports, draft documents and integrate information from a variety of sources accurately and timely.

**Desirable**

- Experience planning and implementing Work Integrated Learning programs for Student in a higher education 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 science.hr@uq.edu.au