POSITION DESCRIPTION

Position Title: Senior Coordinator, Student Recruitment (Undergraduate)
Organisation Unit: DVCEE - Future Students
Position Number: 3021202
Type of Employment: Full time, Fixed Term
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 (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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 Australia Student Recruitment and Outreach team is a performance-focused team that works closely with schools, Australia-based agents and "non-school leavers" channels to raise UQ's profile and to recruit undergraduate and postgraduate students. Student recruitment events are run all year round throughout Queensland as well as all major Australian capital cities and key regional areas. The Australia Student Recruitment and Outreach team is part of the Future Students portfolio and more broadly the External Engagement portfolio, which includes the UQ Art Museum, UQ Press, Indigenous Engagement, Future Students, Marketing & Communications and Advancement. The organisational units of the International Portfolio have recently been integrated into the External Engagement portfolio. International Student Recruitment, Marketing and Admissions, the Institute of Continuing & TESOL Education now reside within the Future Students unit.

Information for Prospective Staff

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

DUTY STATEMENT

Primary Purpose of Position

The primary function of this position is to organise, coordinate and participate in the University's student recruitment activities focused on the recruitment of undergraduate students. This encompasses relationship management, the coordination and execution of school visits, careers markets and any other recruitment events through-out Queensland and interstate. This position also manages the University's central student ambassador program, as well as all aspects of flagship recruitment events managed by the student recruitment team, namely but not limited to, the Young Scholars Program (YSP).

Duties

Duties and responsibilities include, but are not limited to:

- building and enhancing partnerships with key influencers in secondary schools, UQ faculties, residential colleges and other organisational units to support recruitment, aspiration and capacity building activities;
- organising and participating in UQ student engagement and school-based events in order to showcase UQ in the best possible light. Engagement activities include, but are not limited to, in school presentations, career markets and expos, campus experiences and other recruitment events;
management of the UQ Student Ambassador program including recruitment, selection, training, rostering, supervision and records management;
management of any volunteers involved in any flagship student recruitment activity or event;
project manage all aspects of UQ’s flagship recruitment program designed to attract high achieving students. This program involves event management, budgeting, internal and external communication, program development, utilisation and monitoring of social media, timely reporting, selection of participants and the recruitment, selection and training of student mentors;
researching and monitoring programs, in-school activities and promotional materials including websites of competitors and providing feedback on best practice;
maintaining best practice systems and procedures to facilitate the efficient and effective administration across the group;
providing high level coordination support for the student recruitment undergraduate team; Updated 04 December 2020
working closely with the Senior Manager, Student Recruitment to identify opportunities to design and implement strategies to improve recruitment from the high school leaver and non-school leaver segment;
this role will require travel as well as flexible hours (after hours and weekend as necessary); and
undertake other duties as required

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
o the University’s Code of Conduct
o 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
o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
o 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 Senior Manager, Student Recruitment
SELECTION CRITERIA

- Completion of an undergraduate degree in business, marketing, arts, communication, administration or another related discipline, and at least four years relevant work experience.
- Target driven and analytical approach to decision making.
- Ability to effectively develop and manage business partner relationships in order to achieve business goals.
- Demonstrated ability to deliver to tight deadlines, changing priorities and to take responsibility for allocated projects.
- Highly effective event and project management skills.
- Able to work independently as well as collaboratively with team members for shared outcomes and results.
- Able to manage and lead a team.
- High level communication and interpersonal skills.
- Ability to manage a budget.

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 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 recruitment@uq.edu.au.