Position Title: Overseas Study Advisor

Faculty/Office: Arts

Department: International Studies

Supervisor Position Title/Position Number:

Supervisor Name: A/Prof Ulrike Garde

Position Number: HEW Level: 6.1

Approved By: (Supervisor's signature) Date: 11/11/17

JOB TASKS:
(Describe the main job tasks below)

- Administration of applications for exchanges and short residential units. Exercise judgment and initiative in liaising with relevant academic staff to ensure effective and efficient processing of student applications.
- Exercise initiative in and manage the application of systems and procedures.
- Perform tasks/assignments of an advanced nature which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Data entry and record keeping contributing to the collection, analysis and management of data and records.
- Required proficiency with database systems to accurately record Outbound mobility statistics. Prepare reports based on data to demonstrate the Department's internationalisation record.
- Administrative tasks as required, including processing and sending host university applications, receiving and filing students' documentation for records in both Macquarie International and the Department of International Studies, communicating with students regarding outstanding documentation.
- Create and distribute Outbound exchange and promotional and procedural documentation.
- Assist with research of host university policy, application deadlines and application requirements to ensure MQ students comply with their host university's criteria.
- Deliver information sessions to prospective exchange students (including prior to and during the application process) and individual student consultation where necessary and appropriate.