

POSITION TITLE	Student Jobs Recruitment Officer
COLLEGE/DIVISION	Academic Division
SCHOOL/SECTION	Student Leadership, Career Development and Employment
CAMPUS	Sandy Bay
CLASSIFICATION	HEO 5 (Full time to end of 2019 then 0.6 FTE on-going)
DATE	May 2019

POSITION SUMMARY

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a University that is values-driven, relational, diverse, and development-focused.

The University's strategic plan recognises that the student experience, within and beyond curriculum, is a critical component of university life. The Student Leadership, Career Development and Employment (SLCDE) theme area within the Academic Division provides a holistic approach to the provision of careers education, leadership development and work opportunities and services designed to support the development of students' employability. At the core of this theme is a commitment to increase graduate employment rates and to promote student retention, recognition, and ultimately their post-graduation success. SLCDE aims to empower students to be career resilient by providing opportunities for them to engage with, and contribute to a range of work experiences and be recognised for these in a fair and equitable way. The SLCDE Student Employment Service provides the framework and processes to enable this holistic approach.

The Student Jobs Recruitment Officer will work as part of the Student Jobs team to support the Student Leadership, Career Development and Employment team in the promotion, recruitment and onboarding of paid and unpaid employment and volunteering opportunities for students and graduates. They will work under the direction of the Student Jobs Team leader and in collaboration across the SLCDE team providing administrative and educative support to the recruitment and training of peer leaders, interns, volunteers and on-campus student employees. They will support the Student Jobs Team Leader to provide consistent recruitment practices across all paid and unpaid student opportunities in the Student Experience portfolio and promote these to the broader University community. They will also support the broader team's mission to enhance graduate employment through contributing their knowledge to a range of associated activities and services that promote careers and employment education to students.

POSITION RELATIONSHIPS

Supervisor	Student Jobs Team Leader
Direct reports	Nil
Other	This position operates within the Student Leadership, Career Development and Employment team and the incumbent is expected to work collaboratively within this team environment.

	<p>This position also works collaboratively with other members of the Student Experience portfolio and will be expected to relate well with:</p> <ul style="list-style-type: none"> • Students, graduates and alumni • Peer Program Coordinators • Academic and professional staff across the University • External stakeholders <p>Professional organisations and networks</p>
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KEY ACCOUNTABILITIES

1.	Support the recruitment process for paid and unpaid opportunities for students and graduates, with particular attention to peer programs.
2.	Maintain the online systems that support the team's employment services, including but not limited to Career Connect, the CRM, and Ask Us.
3.	Provide a professional 'first point of contact' for the Student Jobs team, including reception and administrative duties.
4.	Present and organise paper and digital materials professionally for recruitment, marketing, education, evaluation and reporting purposes.
5.	Participate in other Student Leadership, Career Development and Employment events, projects and programs such as Orientation, Open Day and other student focused activities and workshops.
6.	Participate in other Student Experience, Retention and Success projects and programs as required.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The incumbent will work under broad direction of the supervisor and within the context of the University's policies and performance expectations.

POSITION CRITERIA

Essential Requirements

1. Extensive experience in supporting or managing best practice recruitment and selection processes or completion of a diploma level qualification in Human Resources with a demonstrated willingness to learn on the job.
2. Excellent computing skills and experience in Excel, as well as competence in maintaining databases and/or customer service management systems.
3. Excellent organisational skills including the ability to use initiative, prioritise and solve problems, and meet strict deadlines whilst working independently with minimal supervision.
4. Well-developed interpersonal skills including the ability to work effectively in a team environment and to relate well to a diverse range of people.
5. Demonstrated ability to thrive in a continuously changing and highly collaborative environment.

Desirable Attributes

1. Experience in the preparation and dissemination of paper and digital materials that relay clear information for reports, promotional material and/or workshops.
2. Experience in the Higher Education environment.
3. Experience with Employment Databases and/or University systems.

WORKPLACE HEALTH AND SAFETY

- All staff assist the University to create and maintain an environment where people are safe, healthy and well by using and improving the systems and equipment we have for work.
- All staff actively manage risks associated with their work and report hazards, near-misses and incidents to their Supervisor to enable teams to positively learn and improve our systems and equipment.
- Supervising staff support and equip their teams to work safely by providing information, training and supervision. They respond quickly to issues and create an environment where teams are encouraged to positively intervene and empowered to make improvements.

UTAS VALUES AND BEHAVIOURS



We subscribe to the fundamental values of **honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice**. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can

Our [University Behaviour Policy](#) sets out these values, standards and expectations for appropriate behaviour that apply to all employees and characterise the collegial and community nature of our University.