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| **Position Description** |

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| **In2science Program Coordinator** | |
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| **Position No:** | 50031008 |
| **Department:** | College Pro Vice-Chancellor Office |
| **School:** | Science, Health and Engineering |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 6 (HEO6) |
| **Employment Type:** | Fixed term, Part time (0.6FTE) |
| **Position Supervisor:**  **Number:** | In2science Peer Mentoring Program Manager  50100378 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

In2science - https://in2science.org.au/

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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| **Position Description** |

**In2science Program Coordinator/Project Officer**

**Position Context**

In2science is an innovative and award-winning educational initiative designed to increase science and maths engagement in secondary school students in Victoria. In2science places volunteer university science and maths students in school science and mathematics classes over a 10-week period.

The Colleges and Faculties of Science at La Trobe University, The University of Melbourne, RMIT University, and Swinburne University of Technology operate the program.

This position is the central ‘point of call’ for all matters relating to the In2science program and its operation at La Trobe University. The In2science program coordinator recruits, trains and places university student mentors as well as liaising with schools. They work with the In2science Program Manager and other coordinators at partner universities.

**Duties:**

Establish and/or maintain support for the In2science program from participating schools and La Trobe University by:

* Liaising with staff in participant schools and La Trobe University about the program.
* Ensuring participating schools fully understand the role of the Mentors and the aims of the program.
* Promoting and raising awareness of the program to the wider university and local community.

Engage and coordinate La Trobe University Mentor placements by:

* Recruiting appropriate tertiary students to participate.
* Organising and conducting the training of new Peer Mentors.
* Liaising with the Mentors and participating schools to organise placements.
* Establishing a visit schedule to see Mentors on placement.
* Maintaining regular contact with Mentors during placements.
* Managing problems that arise on placement and ensure the link teachers are fully informed.
* Assisting with the eMentoring program

Coordinate the operations of the In2science project by:

* Ensuring mentors comply with Working with Children Checks requirements.
* Implementing and collating placement evaluations.
* Maintaining a database of placement records and schools associated with the program.
* Provide summative information to the In2science Manager for reports.
* Regularly liaise with the In2science Manager regarding progress and achievements locally.
* Manage a budget
* Arrange travel reimbursements for Mentors
* Undertake additional duties as required for the In2science program and as directed by the In2science Manager within the scope of the role.

**Key Selection Criteria:**

* Completion of a degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
* Proven communication and interpersonal skills, including:
  + ability to interact with individuals with a diverse range of backgrounds, and with stakeholders from both within and outside the organisation
  + ability to work independently and as a member of a team in a dynamic environment
  + excellent written and verbal communication skills
* Ability solve problems, find innovative solutions and take responsibility for outcomes.
* Demonstrated ability to set priorities and track multiple workflows within own area of responsibility and with excellent attention to detail.
* Experience working in School and/or Tertiary environments and demonstrated ability to provide training to program participants.
* Proficient IT skills and ability to learn new programs quickly.

Desirable:

* Experience in student recruitment for volunteer programs.

**La Trobe Values**

At La Trobe we value:

* inclusiveness, diversity, equity and social justice
* pursuing excellence and sustainability in everything we do
* championing our local communities in Melbourne's north and regional Victoria
* being willing to innovate and disrupt the traditional way of doing things.

For Human Resource Use Only

Initials: Date: