

Position Description

Senior Co-ordinator, La Trobe Abroad

Position No:	50007530
Organisational Unit:	La Trobe International
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Fixed term, Full-Time
Position Supervisor:	Manager, La Trobe Abroad
Number:	50014932
Reports positions and Levels:	N/A
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

For enquiries only contact:

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Senior Co-ordinator, La Trobe Abroad

Position Context

La Trobe International (LTI) collaborates with the Colleges and other Divisions to facilitate and support the achievement of the University's strategic directions in internationalisation. The Division does this in a number of areas including:

- international relations and market development
- international student recruitment
- student mobility program development and management
- international student support services
- international policy and strategy development
- international partnership development, and
- international quality and compliance systems and frameworks.

The La Trobe Abroad (LTA) team works collaboratively across the University to design, promote and deliver diversity in the choice of global mobility experiences at La Trobe for both inbound (study abroad and exchange) and outbound students. As part of this role, the LTA team is also responsible for the development and maintenance of partnerships and agreements with overseas institutions and third party providers which build the University's brand and positioning in overseas markets, and attract fee-paying and non fee-paying international students to the University. LTA manages and administers mobility grant and scholarship funding opportunities generated from university, government and other external funding bodies.

The Senior Coordinator, La Trobe Abroad is one of two such senior positions who work with the Manager, La Trobe Abroad and team colleagues to support the efficient and effective provision of the team's services, build strong and constructive working relationships with academic and administrative colleagues in the Colleges, Schools and other Divisions to develop new programs, promote the value of overseas study experiences, and support the delivery of The La Trobe Essentials (e.g. Global Citizenship). These relationships and the consequent collaborative work among all stakeholders will ultimately contribute to the University's achievement of its internationalisation strategies and plans.

The primary purpose of the Senior Coordinator, La Trobe Abroad position is to;

Support the Manager LTA to ensure the pro-active and effective provision of all aspects of the inbound and outbound student mobility programs on all campuses across the University.

With the other Senior Coordinator LTA, provide operational leadership, support and guidance to all LTA team members. This position has a particular focus on short overseas programs, including study tour consultation, exchange partner summer/winter programs, clinical placements and third party mobility provider programs to ensure student mobility opportunities are generated and delivered in a coordinated and synergistic manner within LTI and across the University.

Develop and review policy and procedures in relation to the international study abroad and exchange admissions and outbound student mobility function of LTI to ensure the University's business goals in student mobility are achieved.

Manage and coordinate the processing of all documentation relating to outbound study programs that are less than semester in length.

Establish, develop, and maintain positive relationships with international partners, Government bodies and relevant industry peak bodies

Promote the LTA programs to international partners and markets, staff and students of the University and provide expert advice regarding the promotional strategies employed in academic and other contexts.

Advise on development and maintenance of systems and procedures supporting the La Trobe Abroad student programs.

Work with the Manager LTA to coordinate mobility funding applications and administer funds generated from university, government and other external funding bodies.

Work with the Manager LTA to monitor and evaluate the effectiveness of LTA activities and programs on all campuses to inform strategic development of new programs or approaches.

Duties at this level may include:

- Develops and implements recruitment strategies with strong digital components, conducts seminars and sessions to help recruit LTU students to undertake overseas short programs.
- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Exercises a detailed knowledge of the interrelationships between a range of diverse policies and activities.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Manages other administrative, technical and/or professional staff.
- Provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Develops and/or improves the capability of staff within work area, motivating and mentoring them to better meet the current and future requirements of the faculty/division/department/work unit.
- Contributes to planning and budgetary statements and delivery of service resources within budgetary constraints.
- Provides consultancy advice to others. May be recognised within or outside a Faculty or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Exercises a detailed knowledge of the interrelationships between a range of diverse policies and activities.
- Develops proposals or recommendations which coordinate the interests of separate work units or contributors around a particular program, function or objective and shares some accountability for the decisions taken, without normally being responsible for final authorisation.

Key Selection Criteria may include:

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, cultural sensitivity and cross-cultural communication skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Proven ability to represent the University internationally in a variety of cultural settings encompassing all levels of formality.
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.

- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Demonstrated experience in project management in the tertiary sector or a related field.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

Familiarity with ESOS legislation and Immigration regulations as they relate to international students and education providers.

Strongly Preferred:

- Experience with New Colombo Plan and other government initiatives
- Experience with short overseas programs and promotion

La Trobe Values

At La Trobe we:

- take a world view
- pursue ideas and excellence with energy
- treat people with respect and work together
- are open, friendly and honest
- hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: Date: