



POSITION DESCRIPTION

Academic Support Office
Faculty of VCA and MCM

Student Recruitment & Enrichment Assistant

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

POSITION NO	0041009
CLASSIFICATION	PSC 4
SALARY	\$63,707 - \$67,613 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term position available until August 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Anastasia Slipper Tel +61 3 8344 3673 Email a.slipper@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The primary focus of this position is to work with the Wilin Centre, Academic Support and Research teams to assist in the recruitment of Indigenous applicants and to support the initiatives designed to ensure Indigenous students succeed in their program of study. The Student Recruitment & Enrichment Assistant will support a range of functions including:

- ▶ Recruitment and selection
- ▶ Student enrichment activities
- ▶ Travel arrangements and financial reconciliation processes
- ▶ Records Management

The Student Recruitment & Enrichment Assistant will be required to undertake training and use a range of systems including Themis, the Travel Portal and ISIS as well as Microsoft Office applications such as excel and outlook, to fulfil the requirements of the role.

1. Key Responsibilities

- ▶ Assist with student recruitment activities including regular contact with applicants and providing connection to advice and services in preparing applications.
- ▶ Assist with supporting applicants through the audition and interview process.
- ▶ Assist with the conversion of applicant to student and support the admissions process.
- ▶ Assist with implementing the student enrichment program, including support for Orientation, skills development and ongoing advice and connection to services during the student lifecycle to graduation.
- ▶ Work closely with the External Relations team and support the Faculty's Marketing and Recruitment strategy.
- ▶ Arrange travel for recruitment activities and undertake financial reconciliation of travel expenses through Themis iExpenses.
- ▶ Provide client focussed services and continually maintain and develop positive relationships with applicants, students and colleagues.
- ▶ Maintain documentation and records.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Indigeneity and a demonstrated connection to Aboriginal and Torres Strait Islander peoples and communities
- ▶ Demonstrated ability to be adaptive and accepting of new ideas, and a willingness to approach new challenges and adjust plans to meet new priorities
- ▶ High level of attention to detail and accuracy in data entry and following process documentation

- ▶ Demonstrated ability with regard to computer skills, including excellent word processing capabilities, proficiency with e-mail and internet applications and data base applications and experience using programs
- ▶ Ability to appropriately prioritize problems, gather and analyse the right information to identify symptoms and causes and identify the right people to involve to reach better conclusions
- ▶ Client focussed with excellent interpersonal and communication skills
- ▶ Desire and ability to work as part of a team and to develop productive working relationships with a wide range of individuals
- ▶ Some administrative skills
- ▶ Some knowledge of Microsoft Office, Outlook, Word and Excel

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Student Recruitment & Enrichment Assistant reports to and receives direction from the Wilin Administration Officer. The incumbent will be responsible for prioritising his/her own tasks and resolving problems independently as they relate to the day-to-day running of the activities that he/she is responsible for. A measure of pro-activeness is expected.

3.2 PROBLEM SOLVING AND JUDGEMENT

Proven ability to meet deadlines, problem-solve, negotiate, use initiative, source information and resources within tight timeframes is required.

The incumbent is expected to demonstrate initiative in finding solutions, as well as judgement about when to seek further advice.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to build a sound knowledge of administrative processes and systems. A general understanding of the University environment is also required, as well as a good understanding of the University's OH&S policies and procedures.

3.4 RESOURCE MANAGEMENT

The incumbent is responsible for managing their own time to meet defined outcomes.

3.5 BREADTH OF THE POSITION

The incumbent is responsible for a variety of tasks requiring administrative skills. The position requires effective liaison with both academic and professional staff.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification

and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF VCA AND MCM

<http://www.vca-mcm.unimelb.edu.au/>

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>