

Position Description

Co-ordinator, La Trobe Abroad

Position No:	50143120
Department:	La Trobe International
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Continuing, Full-Time
Position Supervisor:	Manager, La Trobe Abroad
Number:	50014932
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:

Kim Siemensma TEL: 03 9479 3223 Email: k.siemensma@latrobe.edu.au

Position Description

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, study abroad agents 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 Coordinator, La Trobe Abroad works 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 university Global Citizenship essential. This position is responsible for maintenance of existing, and development of new student mobility relationships for a specified region. The Coordinator provides advice to prospective students and staff of La Trobe University and partner universities and coordinates the processing of all documentation relating to incoming and outgoing non-award student exchange programs for specified regions.

Duties:

- Promote La Trobe Abroad programs to international partners and markets, and to La Trobe staff and students and provide advice on promotional strategies to be employed in academic and other contexts.
- Manage and coordinate the processing of all documentation for incoming and outgoing semester exchange applications for specified regions.
- Establish, develop and maintain positive relationships with international partners for specified regions
- Advise on the development and maintenance of systems and procedures supporting La Trobe Abroad student programs to support continuous improvement of program development and delivery.
- Participate in the design and delivery of pre-departure and re-entry programs and annual promotional events
- Generate reports on applications, acceptances and exchange balances as required
- Ensure appropriate records are managed, monitored and maintained

Key Selection Criteria:

- Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge in an administrative field, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Proven excellent communication and interpersonal skills and demonstrated experience in working with people of diverse backgrounds.
- Demonstrated understanding of policies, procedures or systems and interpretation in the application of policy in international education contexts.
- Ability to innovate, exercise initiative, work under minimal supervision and take responsibility for outcomes while working in team or individual settings.
- Demonstrated ability to set priorities and monitor workflows based on excellent administrative, organisational and time management skills.
- Demonstrated experience in project management in higher education student programs.
- Proven analytical and problem solving capability.
- Demonstrated knowledge of the ESOS Act and National Code

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials:

Date: