



Make
it matter.

POSITION DESCRIPTION

Indigenous Student Engagement and Support Specialist (This is an identified Indigenous position)

Position Level	7
Faculty/Division	Arts, Design & Architecture
Position Number	00091639
Original document creation	01/03/2021

Position Summary

This is an exciting opportunity in UNSW Sydney's Faculty of Arts, Design, and Architecture (ADA). The Indigenous Student Engagement and Support Specialist will be responsible for leading and managing the recruitment, retention, and support initiatives for current and future Indigenous students in the faculty.

The Arts, Design and Architecture Faculty is home to the largest number of Indigenous students across UNSW, and this role will be key to ensuring that future and current students feel culturally safe, supported, and empowered to thrive and succeed in their dreams and goals.

This position reports to, and supports the Associate Dean Indigenous, to implement the Faculty's Indigenous Strategy in line with the UNSW Indigenous Strategy.

This is an identified Indigenous position. UNSW considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW).

Accountabilities

Specific accountabilities for this role include:

- Provide ongoing support and guidance to the Faculty's Indigenous students through direct and regular engagement activities.*
- Assess the Faculty's Indigenous students' academic, cultural and personal support needs and provide appropriate support, including intervention and referrals where required.*
- Use UNSW systems to track each student's academic progress from enrolment until graduation.*
- Build and maintain effective working relationships with Nura Gili Indigenous Programs and other university areas to facilitate effective ways to support student development and success.*
- Plan, implement and record future student engagement and outreach activities.*

- *Participate in recruitment activities on and off campus, including responding to enquiries via phone, online and face-to-face, and attending recruitment events.*
- *Coordinate the Faculty's participation in Nura Gili engagement and recruitment programs, such as Winter School.*
- *Coordinate the Faculty's participation in Nura Gili's Alternative Entry Pathways, the Pre-Programs and the Indigenous Admissions Scheme.*
- *Conduct interviews for student entry through the Indigenous Admissions Scheme as needed*
- *Develop and maintain strong relationships with High School Aboriginal Education Officers and Careers Advisors across NSW and in other states.*
- *Maintain confidentiality in relation to student records and adhere to UNSW and statutory privacy requirements.*
- *Ability to work outside of normal hours occasionally.*
- *Ability to travel may be required occasionally.*
- *Undertake other duties requested by the Associate Dean Indigenous to assist in meeting the objectives of the UNSW Indigenous Strategy, and the Faculty's Indigenous Strategy.*
- *Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).*
- *Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.*

Skills and Experience

- *This is an identified position and applicants must be an Aboriginal and /or Torres Strait Islander person. Confirmation of Aboriginality will be required.*
- *A tertiary qualification or an equivalent level of knowledge gained through any other combination of education, training and/or experience.*
- *Knowledge, understanding and appreciation of Indigenous Australian cultures and contemporary experience including an understanding of the issues affecting people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander peoples.*
- *Demonstrated ability to work effectively in a team, as well as independently, with minimum supervision.*
- *Excellent organisational and time management skills. Ability to prioritise tasks and work independently to deadlines, in a high-volume work environment, with accuracy and attention to detail.*
- *Strong analytical and problem-solving skills with advanced organisational and time management skills.*
- *Excellent oral and written communication skills. Excellent interpersonal skills, ability to liaise with a wide range of internal and external stakeholders and to work effectively within a multi-disciplinary team. Show tact and discretion in dealing with sensitive and confidential matters.*
- *Excellent computer skills including Excel, Word, Outlook, PowerPoint etc.*

- *An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.*
- *Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.*

Pre employment checks required for this position

- *NSW Working with Children Check*

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.