



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific (CAP)
<b>Faculty/School/Centre:</b>	CAP Student Centre
<b>Department/Unit:</b>	College Administration
<b>Position Title:</b>	Student Mobility, Scholarships and Internships Coordinator
<b>Classification:</b>	ANU Officer Grade 6/7 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	Deputy Manager, Student Mobility and Support Services
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	None

### PURPOSE STATEMENT

The ANU College of Asia and the Pacific (CAP) plays a leading role in intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate and seeks to set the international standard for scholarship concerning the region. The College seeks to excel in research, education and outreach, and engage in public debate nationally and internationally, to advance the objectives of the ANU by 2020 strategic plan.

The CAP Student Centre coordinates student, education, student mobility and scholarship administration for the College, with a focus on delivering key objectives in the CAP Operational Plan and Education Plan. The Student Mobility, Scholarships and Internships Coordinator contributes to the development and delivery of the College's student mobility and scholarship programs, and the ongoing improvement of College student and education practices, procedures and processes, aligned with CAP strategic and operational goals.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Student Mobility, Scholarships and Internships Coordinator (the Coordinator) reports to the Deputy Manager, Student Mobility and Support Services. The Coordinator works closely with academic and professional colleagues within the College, and is the first point of contact for Student Mobility and Support Service enquiries. They are also responsible for administering application processes, travel scholarships, grants and bursaries, and running support programs for students participating in student mobility programs, including internships.

Staff of the CAP Student Centre work in a dynamic teamwork environment, with shared priorities during peak activity periods and the opportunity for job rotation as part of individual career planning and the ongoing assessment of operational needs.

#### Role Statement:

Under the broad direction of the Deputy Manager, Student Mobility and Support Services, the Coordinator will:

1. Coordinate operational aspects of student mobility administration and provide high level, and, at times, complex, advice and services on a wide range of student administration matters, including the development of efficient and effective processes, the production of program reports, and the provision of secretariat support for College-level scholarship committees.
2. Coordinate and administer in-country programs in partnership with academic staff in the Schools, including support for continuing programs (such as Year in Asia, Semester in Asia, In-Country Language and Practical Assignment in Asia and the Pacific) and supporting the development of new initiatives, including providing assistance to the Deputy Manager in developing internship opportunities for the College.

3. Provide high level support and advice and act as the first point of contact to key academic and professional staff for student mobility enquiries.
4. Coordinate and maintain print and online information material for student mobility.
5. Coordinate travel scholarships, grants and bursaries administration including the development of conditions of award and providing assistance to the Deputy Manager in bids for the Government funding programs.
6. Provide ongoing student support and advice through formal briefing sessions and communications, including the maintenance of web-based information material.
7. Initiate, develop and improve student related practices and processes, through continuous process improvement and best practice customer service to improve the student experience.
8. Apply University and relevant government policies and guidelines effectively to all activities and in communication and liaison with students and staff.
9. Comply with all ANU policies and procedures and in particular those relating to work, health and safety, and equal opportunity.
10. Undertake other duties as required, consistent with the classification of the position

## SELECTION CRITERIA

1. Degree in a relevant field with demonstrated experience in student administration in a complex organisation or an equivalent combination of relevant experience and education/ training. Experience in the higher education sector will be highly regarded.
2. Demonstrated experience with administrative practices in a complex organisation and the ability to interpret and apply policies, procedures and legislative requirements.
3. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make evidence based recommendations.
4. Proven organisational skills and ability to prioritise own workload and to work effectively, both independently and as part of a team, meeting demanding and competing deadlines while delivering high quality outcomes.
5. Demonstrated high-level communication skills with experience producing various reports and an ability to consult and liaise effectively with stakeholders in a culturally diverse environment.
6. Highly developed computer skills, including proficiency using a large enterprise system and MsOffice suite
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

## References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CAP	Dept/School/Section	CAP Student Centre
Position Title	Student Mobility, Scholarships and Internships Coordinator	Classification	ANU Officer Grade 6/7 (Administration)
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see [http://info.anu.edu.au/hr/OHS/\\_\\_\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp)  
Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

Supervisor's Signature:		Print Name:	Patrick Conroy	Date:	17/07/19
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