



**Australian
National
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Position Description

College/Division:	ANU College of Arts and Social Sciences
Faculty/School/Centre:	College Administration
Department/Unit:	Office of the Dean
Position Title:	Student Mobility and International Partnerships Coordinator
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	36039
Responsible to:	College General Manager
Number of positions that report to this role:	0
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The progression of the International Strategy within the ANU College of Arts and Social Sciences (CASS) has created an increased focus on the creation of ties between various international Universities and countries. The Student Mobility and International Partnerships Coordinator will provide important project support to the CASS Executive to enable the implementation of this strategy.

The role 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 CASS strategic and operational goals.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Student Mobility and International Partnerships Coordinator reports to the College General Manager and will also work closely with the Associate Dean (International). The role is the first point of contact for student mobility and support service enquiries and will work across the board with academic and professional staff and students. The position is responsible for managing international partnerships, administering application processes, travel scholarships, grants and bursaries, and running support programs for students participating in student mobility programs, including internships and field schools.

Role Statement:

Under the broad direction of the College General Manager this position will:

- Coordinate operational aspects of student mobility administration and provide, 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.
- Assist with the development and management of exchange programs for incoming and outgoing College exchange and study abroad students and provide advice and assistance to College staff and students with regards to University strategy for these opportunities.
- Administer, on behalf of the College any grant schemes for funding opportunities for student mobility.
- Coordinate and administer in-country programs in partnership with academic staff in the Schools, and support the development of new initiatives, including providing assistance in developing internship opportunities for the College.

- Manage all domestic and international field school agreements within the College including all risk assessment processes liaising with specialist areas including the ANU Legal Office and International Strategic Partnerships.
- Monitor and coordinate pre departure processes for students travelling abroad on College run activities including field schools and summer schools.
- Provide high level support and advice and act as the first point of contact to key academic and professional staff for student mobility enquiries.
- Coordinate travel scholarships, grants and bursaries administration including the development of conditions of award and providing assistance in bids for the Government funding programs.
- Provide ongoing student mobility support and advice through formal briefing sessions and communications, including the maintenance of print and on line information material.
- Initiate, develop and improve student related practices and processes, through continuous process improvement and best practice customer service to improve the student experience.
- Provide support to the Associate Dean with the coordination of visits of international delegations to the College and those of CASS delegates visiting international locations. Assume responsibility for the provision of briefing documentation, meetings and travel providing secretariat support as required.
- Assist with the preparation of management reports and recommendations to the College Executive and other key stakeholders for example Memoranda of Understanding (MOU's) for large, complex multi institutional arrangements and those which provide detailed documentation and analysis of the international reporting arrangements for the College).
- Apply University and relevant government policies and guidelines effectively to all activities and in communication and liaison with students and staff.
- Comply with all ANU policies and procedures and in particular those relating to work, health and safety, and equal opportunity.
- Undertake, as directed, other duties consistent with the classification level of the position and in line with the principles of multi-skilling.

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated experience in 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.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:	College General Manager	Date:	19.08.21
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References:

[Professional Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Arts and Social Sciences	Dept/School/Section	Office of the Dean
Position Title	Student Mobility and International Partnerships Coordinator	Classification	ANUO 6/7 (Administration)
Position No.	36039	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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

Potential Hazards

<ul style="list-style-type: none"> 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"/>
Organizing events	<input type="checkbox"/>	<input checked="" 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"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		College General Manager		Date:	19.08.21