

<b>Position Title</b>	Student Engagement Officer
<b>Classification</b>	Level 5
<b>School/Division</b>	Student Life
<b>Centre/Section</b>	Student Wellbeing and Engagement
<b>Supervisor Title</b>	Team Leader, Student Engagement
<b>Supervisor Position Number</b>	321551
<b>Position Number</b>	321545

### **Your work area**

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The Division of Student Life sits within the UWA Education Portfolio, overseen by the Deputy Vice Chancellor of Education. Together with the Division of Student Accommodation and Community, Student Life plays an integral role in the shared strategic goal of providing a world-class student experience.

The Division has five core functions, Student Administration, Student Offices, International Student Experience and Global Learning, Student Equity and Success, and Student Wellbeing and Engagement. The scope of services centre on the student journey, from the provision of student programs and activities that support and promote access to UWA, to student enrolment, course planning, transition, and progression through the lifecycle of study to graduation. The Division is also responsible for the delivery of services that promote academic success and support wellbeing and engagement for an enhanced student experience. Student Life works closely with the Student Guild, affiliated residential colleges and the wider UWA Education portfolio.

The Student Wellbeing and Engagement teams facilitates a high-quality student experience through the provision of integrated and comprehensive services. The Wellbeing team is responsible for the delivery of the UWA Mental Health and Wellbeing Framework focusing on opportunities for early intervention and timely access to low barrier services. Student Wellbeing has four broad areas of Counselling services; early intervention services and cohort initiatives in Student Wellbeing; Student Engagement and the provision of a contemporary onboarding experience and the creation of a Respectful and Safer Communities team, as a priority strategic initiative.

### **Reporting structure**

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Reports to: Team Leader, Student Engagement

### **Your role**

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As the appointee you will, under general direction, coordinate and report on student experience and engagement initiatives. You will also assist with the design and delivery of co-curricular programs that enrich student leadership opportunities.

## **Your key responsibilities**

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Coordinate the recruitment of student participants in student engagement programs and activities, including student leadership programs and any attending events

Assist in the planning, design and development of resource materials for cocurricular student engagement programs and activities that promote student engagement, belonging and connection to the University

Act as Executive Officer for relevant working groups or committees as directed

Collaborate with other staff within Schools, Student Life, the UWA Guild and the wider University community to secure support for the delivery of the undergraduate and postgraduate coursework orientation and transition program

Other duties as directed

## **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant experience in the promotion of programs including the development and dissemination of promotional material, both in hard copy and electronic form

Demonstrated understanding of relevant issues impacting on student engagement and belonging and how that affects the success and progression of undergraduate and postgraduate coursework students

Highly developed written and verbal communication skills

Highly developed organisational skills with the ability to coordinate large scale events, set priorities and meet deadlines

Proficiency in a range of computing skills including word processing, spread sheets, databases, web editing, email and social media

Ability to work independently, problem solve and work productively as part of a team

## **Special requirements (selection criteria)**

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Some after-hours work may be required

## **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)