

Position Title	Onboarding Coordinator (Postgraduate)
Classification	Level 6
School/Division	Student Life
Centre/Section	Student Wellbeing & Engagement
Supervisor Title	Team Leader, Student Engagement
Supervisor Position Number	321551
Position Number	322272

Your work area

The Directorate of Student Life sits within the Education Portfolio, overseen by the Deputy Vice Chancellor of Education. Student Life plays an integral role in the shared strategic goal of providing a world-class student experience.

The Directorate has five core divisions, 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 Directorate 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 division of Student Wellbeing and Engagement 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 and Engagement has four broad areas of Counselling and Psychological services; early intervention services and cohort initiatives in Student Wellbeing; Student Engagement and the provision of a contemporary onboarding experience; and primary prevention initiatives and secondary response to gender-based violence through the Respectful and Safer Communities team.

Reporting structure

Reports to: Team Leader, Student Engagement

Your role

As the appointee you will, under general direction, assist in the planning, design and delivery of the University's orientation and onboarding programs, including specialist programs for postgraduate students, including students transitioning to university from non-traditional pathways or backgrounds.

You will lead a team of casual staff who support the onboarding of commencing postgraduate (domestic and international) students. This is achieved through various programs and activities by way of an integrated service model and liaising closely with key stakeholders in Schools, UWA Student Guild and other Student Life teams.

Your key responsibilities

Plan, deliver and evaluate onboarding activities for commencing postgraduate students to achieve outcomes consistent with priority plans and program objectives

Develop and deliver the pre-enrolment, enrolment and orientation program schedule, ensuring activities are inclusive and designed to facilitate postgraduate student engagement, with a particular focus on international students

Develop and implement an Enrolment and Orientation communication strategy to ensure students and stakeholders are actively engaged in the program

Coordinate the recruitment of student volunteers to participate in the University's postgraduate orientation programs and assist with the design, delivery and review of their training

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency

Substantial senior relevant experience at an appropriate level, including the development and dissemination of promotional material, both in hard copy and electronic form

Sound knowledge and understanding of the relevant issues impacting on the successful transition of commencing postgraduate coursework students

Highly developed written and verbal communication skills, including public speaking

Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines, particularly in coordinating large scale events

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

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

Special requirements (selection criteria)

Occasional weekend and after-hours work may be required

Compliance

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

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/