



## Position Description

<b>College/Division:</b>	Division of Student Life
<b>Faculty/School/Centre:</b>	Student Services
<b>Department/Unit:</b>	Student Experience and Career Development
<b>Position Title:</b>	Program Officer, Student Experience and Career Development
<b>Classification:</b>	ANU Officer 6/7 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	University Experience Coordinator, SECD

### PURPOSE STATEMENT:

The Program Officer is responsible for ensuring the high quality delivery and implementation of programs related to orientation, transition, and co-curricular enrichment for domestic and international students. The Program Officer will be part of a dedicated student-facing team responsible for taking a holistic approach to student experience and engagement and forging collegial relationships with ANU Colleges and other service divisions.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Program Officer is a member of the Student Experience and Career Development (SECD) team within the Division of Student Life (DSL). Under the general direction of the University Experience Coordinator, the Program Officer works closely with team members on projects and events designed to enhance the student experience of orientation, transition, co-curricular activities, and employability; contribute to the evaluation of SECD programs; promote team activities; engage with stakeholders; and, as needed, supervise student volunteers.

#### Role Statement:

Under broad direction of the University Experience Coordinator, the Program Officer will:

- In liaison with internal and external stakeholders to plan, coordinate, implement, and evaluate Student Experience programs and projects (e.g., Set4ANU, Learning Communities, orientation, volunteering, ANU+, employability) that focus on and enhance the student experience at different stages of their university life cycle;
- Apply University policies, rules and practices as they relate to student transition experience, and, as required, communicate these to relevant internal and external stakeholders;
- Implement, maintain and develop procedures and record systems within SECD, ensuring compliance with University policies, rules and practices, as well as relevant government legislation;
- Contribute to the development of a communication strategy for students and staff designed to promote SECD initiatives and events including co-curricular and employability, engage in relationship building at the College and Divisional level, and contribute significantly to SECD's promotional materials (web and print media) more generally;

- Produce, analyse and interpret data related to the student experience and contribute to the dissemination of SECD work via reports, conference presentations, research papers, or briefing notes;
- Actively engage in ongoing professional development and make a continuing contribution to the SECD initiatives;
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity; and
- Carry out other related duties consistent with the classification level of the position as required by the University Experience Coordinator and work collaboratively towards achieving the strategic objectives of DSL.

## SELECTION CRITERIA:

1. Demonstrated experience in effective program coordination and a commitment to high-quality service, preferably in a higher education environment, or an equivalent combination of education, experience and/or training. A relevant degree or training will be highly regarded.
2. Excellent interpersonal and communication skills, both written and oral, including demonstrated ability to consult effectively with a diverse range of stakeholders.
3. The ability to interpret, apply and advise on policy and procedures within a complex organisation.
4. Demonstrated ability to work both independently and as a member of a team to manage projects and prioritise tasks according to the demands of high-pressure peak periods.
5. Superior analytical skills, with capacity to utilise data to conceptualise, develop, implement and review programs and processes to deliver successful programs.
6. A sound understanding of equal opportunity principles and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded 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

## References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

**Supervisor/Delegate  
Signature:**

**Date:**

Printed Name:

**Uni ID:**