



POSITION DESCRIPTION – General Staff

Position Title: International Student Mobility Officer Level: 5

Faculty/Division: International Services & Development Department/Location: International Services & Development

Primary purpose of the position:

The primary purpose of this position is to play an active role in advancing and championing the University's efforts to increase outbound student mobility, especially by focussing on opportunities in Asia, and significantly increasing the movement of students between UOW's on and off-shore campuses.

Responsibilities also include provision of advice to the Manager, International Relations as well as other key staff involved in developing and implementing the University's internationalisation strategy.

Position Environment:

The position requires a high level of skills and knowledge, especially in assisting the Manager, International Relations, the Manager Study Abroad and Exchange, and the ISD Directors to detect market trends and opportunities for student mobility. The ability to work to tight deadlines and shifting priorities is key. The nature of the work requires significant attention to detail along with high level communication and cross-cultural skills. Knowledge of the University's Faculties' strengths and priorities will be essential along with knowledge of the context of international education.

Major Accountabilities/Responsibilities:

Responsibilities		Percentage of Time	Office Use Only
1.	Promotion of Student Mobility Opportunities <ul style="list-style-type: none"> Work closely with key stakeholders to identify and develop promotional collateral both printed and electronic which highlight opportunities for student mobility with a focus on offshore sites and campuses of UOW. Identify, develop and maintain an active list of student exchange destinations and partnerships in Asia for UOW outbound students. 	40%	
2.	Policy and Procedural <ul style="list-style-type: none"> Provide advice to the ISD Directors, the Manager International Relations, and the Manager Study Abroad and Exchange on the development and implementation of outbound and inbound mobility procedures and guidelines. This includes ongoing assessment of ways to streamline processes and procedures to ensure ongoing efficiencies for international student mobility. 	10%	
3.	Funding and Grant Applications <ul style="list-style-type: none"> Research, identify and develop internal and external opportunities for funding to assist in facilitating student mobility. Prepare relevant applications for funding opportunities with both internal and external stakeholders. Reporting and liaising with Faculties on identified funding opportunities. Manage reporting requirements against funding for student mobility. 	20%	
4.	Maintenance and Administration of Client Relationship Management system with relevance to Student Mobility Programs and Relationship Management		

	with Partner Institutions: <ul style="list-style-type: none"> Assist with evaluating linkage proposals and the development of a range of partnerships and agreements. Coordinate the formalisation of new and renewal agreements in conjunction with the Manager, International Relations and the Manager, Study Abroad and Exchange. Liaise with FISU, TNE&A and Faculties to track and record relationship management aspects of student mobility. Maintain the integrity and relevance of associated tracking information. 	10%	
5.	International Marketing & Business Intelligence Support <ul style="list-style-type: none"> Provide advice and reports to the Manager, International Relations, the Director/s, Manager, Study Abroad and Exchange, IAC and Faculties on opportunities and trends, and business intelligence relevant to student mobility and international engagement. Liaise with key stakeholders to update data and prepare reports. Assist with ensuring that marketing materials are up-to-date in consultation with the Manager, International Relations, Manager Study Abroad and Exchange and Director/s. Assist with Faculty marketing activities (both onshore and offshore) that encourage student mobility. 	10%	
6.	Other: <ul style="list-style-type: none"> Contribute as required to international projects and initiatives within the International Services and Development division. 	10%	
7.	Observe principles and practices of Equal Employment Opportunity	Ongoing	
8.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ongoing	

Reporting Relationships:

Position Reports to:

Manager, International Relations

The position supervises the following positions:

Nil.

Selection Criteria – Knowledge & Skills

Essential:

- Knowledge of University policies and procedures relevant to international students in higher education and global student mobility.
- Demonstrated ability to liaise with individuals at all levels to manage relationships with both internal stakeholders and external institutions and agencies.
- Demonstrated experience in the use of relational databases with attention to detail.
- Demonstrated ability to prepare official correspondence and reports.

Selection Criteria – Education & Experience

Essential:

- A degree or a combination of education/experience/training deemed to be equivalent.
- Experience in liaising with a variety of international and domestic institutions and agencies.
- Experience in using the MS Office suite of products within a PC computing environment.
- Overseas experience as an Exchange or Study Abroad student.

Selection Criteria – Personal Attributes:

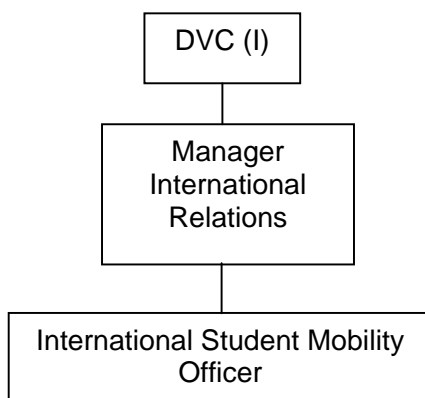
Essential:

- High level verbal and written communication skills and demonstrated ability to communicate effectively and sensitively with staff and students from diverse cultural backgrounds.
- Work to a high standard; handle sensitive and confidential information.
- High level organisation and administrative skills, including a demonstrated ability to plan and manage complex tasks, high volumes of work and conflicting project workloads to meet competing deadlines.
- Ability to work independently and as part of a team
- Demonstrated initiative in seeking new opportunities in line with the scope of this role.

Special Job Requirements:

- Flexibility to respond quickly to changing client needs;
- Demonstrated capacity to represent the University in a professional manner with both internal and external stakeholders.
- Some out of hours and overseas travel is required.

Organisational Chart:



Approval:

Approved by Head of Unit: _____ Date: _____

Approved by Personnel: _____ Date: _____