

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Student Support and Recruitment Advisor Level: 5
Faculty/Division: DVCE Portfolio Department/Location: Woolyungah Indigenous Centre

Primary purpose of the position:

The primary purposes of the position are to improve Aboriginal and Torres Strait Islander access to tertiary education, recruit Aboriginal and Torres Strait Islander students to the University and support them in all areas relating to their progress and success as students, ensuring improved outcomes for Aboriginal and Torres Strait Islander peoples at UOW.

The position has responsibility for liaison with Aboriginal communities, schools in the region to promote both continuing education and the recruitment of ATSI students to the University. The Centre is sensitive to traditional differences in the issues and needs of male and female Aboriginal and Torres Strait Islander students, and takes these differences into account with the provision of support staff.

Position Environment: (Optional)

The Woolyungah Indigenous Centre (WIC) is the University Centre of Learning and Support for Aboriginal and Torres Strait Islander People (ATSI). WIC engages with the University, Aboriginal communities and the wider community to promote the University as a key site for Indigenous tertiary training. WIC is responsible for the provision and continuous improvement of student support services to Aboriginal and Torres Strait Islander Students at the University. WIC provides advice and support in all areas relating to students progress and success, ensuring improved outcomes by providing high quality academic support and advice.

Major Responsibilities:

Tasks		Percentage of time	Office Use Only
1	<p>Under direction from the Manager, undertake the implementation and achievement of WIC's strategic objectives relating to student recruitment and support including:</p> <ul style="list-style-type: none"> - Development and administration of student marketing and recruitment strategy supportive of WIC business plan, to increase recruitment and enrolment of ATSI students to UOW. - Establish and maintain working relations with schools and community bodies to promote continuing education of ATSI people, including tertiary education opportunities. - Participate in the co-ordination and administration of the Alternative Admissions Program events in Autumn and Spring sessions, including reports on outcomes; - Co-ordinate, administer and review annual student orientation programs in consultation with the Manager and key stakeholders. 	35%	

Tasks		Percentage of time	Office Use Only
2	Attend to general academic support of ATSI students by providing advice and information and facilitating relevant academic support for ATSI students enrolled at UOW. Disseminate information to ATSI students .	25%	
3	Participate in the administration of the Indigenous Tutorial Assistance Scheme under the direction of the ITAS Coordinator.	15%	
4	Communicate with Government and ATSI community agencies regarding the provision of student study strategies and financial support; investigate opportunities in regard to cadetships and scholarships for ATSI students.	15%	
6	Undertake other tasks and duties to assist achievement of WIC's operational and business objectives, as directed by the Manager, that are consistent with the skill, competence and training of a position at this level.	10%	
7	Observe principles and practices of Equal Employment Opportunity	Ongoing	
8	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Reporting Relationships:

Position Reports to: Manager, Woolyungah Indigenous Centre

The position supervises the following positions: N/A

Key Challenges

1. Increase the attraction of Indigenous students to the University of Wollongong and the Woolyungah Indigenous Centre.
2. Provide support and academic advice to Indigenous students during their studies at the University of Wollongong.
3. Necessity to meet deadlines.
4. Ability to co-ordinate events for the Woolyungah Indigenous Centre and Aboriginal and Torres Strait Islander students.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Computer literate with an ability to use a variety of office based computer programs.
- Possess good written and oral communication skills, with an ability to liaise with individuals at all levels.
- An aptitude for problem solving, including the ability to take ownership of complex problems and see them through to completion

SELECTION CRITERIA - Education and Experience:

Essential:

- Possession of a University Degree (preferably in Commerce or Social Science) or a combination of experience/education/training deemed to be equivalent.
- Demonstrated successful experience liaising and working with Aboriginal and Torres Strait Islander people.

Desirable

- Demonstrated experience in planning and administering recruitment and marketing events and programmes.

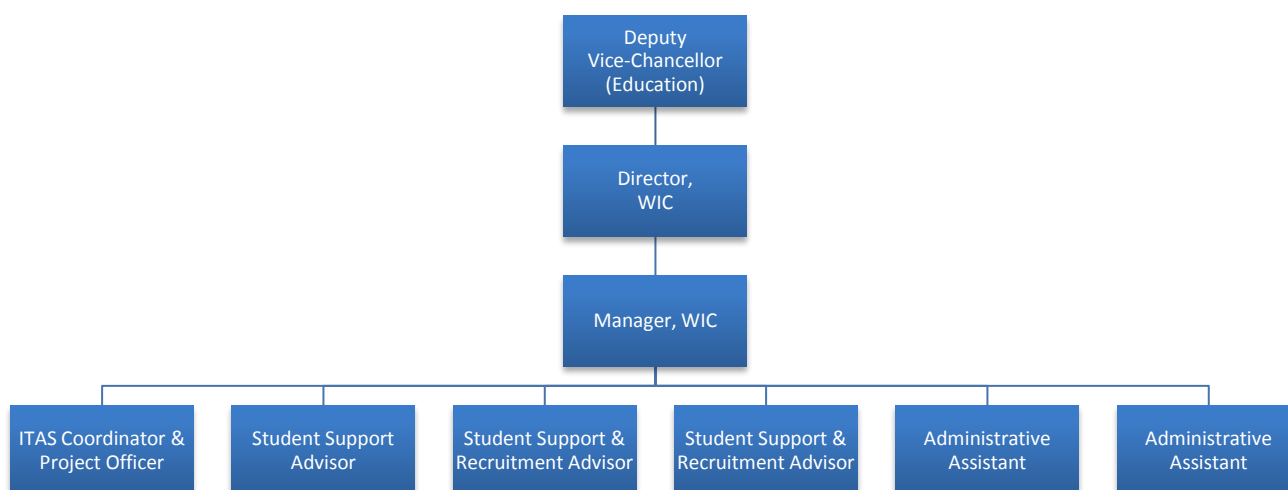
Personal Attributes:

- Ability to work both independently and as a team player.
- A commitment to professionalism and quality customer service to the University community and external Aboriginal community and organisations

Special Job Requirements:

- Flexibility to work outside the designated business hours (e.g. special events) and to travel to regional campuses as required.
- Possess a current NSW drivers' license.
- Aboriginality is essential for this position. Pursuant to Section (14)d of the Anti Discrimination Act, Aboriginality is considered to be essential for the performance of duties for this position.

Organisational Chart:



Approval:

Approval by Head of Unit: John Bern

Date: 26 February 2013

Approved by Human Resources: _____

Date: _____