

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Program Coordinator – Outreach & Mentoring (High Schools) Level: 5
Faculty/Division: Deputy Vice Chancellor (Education) Department: Regional Campuses & Student Diversity

Primary purpose of the position:

The University of Wollongong is committed to the importance of sustained engagement with schools in our communities to increase educational aspirations in the region and to build capacity in students.

The Program Coordinator is responsible for the implementation of sustainable and effective outreach and mentoring programs for low socio economics students and high schools in the University of Wollongong's communities.

Position Environment: (Optional)

The Regional Campus & Student Diversity Unit is based within the portfolio of the Deputy Vice Chancellor (Education). The Regional Campus & Student Diversity Unit is responsible for the management and strategic direction of the regional campuses as well as attracting and supporting students from disadvantaged backgrounds into higher education.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Implementation of schools outreach program in high schools and on campus and continuing relationships with partner schools	30%	<input checked="" type="checkbox"/>
2. Implementing large-scale on campus events for high school students.	20%	<input checked="" type="checkbox"/>
3. Recruit, supervise and professionally develop student representatives and interns in the delivery of school engagement programs	15%	<input checked="" type="checkbox"/>
4. Oversight over the administrative matters involved in the program	15%	<input checked="" type="checkbox"/>
5. Development and implementation of communication tools, including social media, to enhance the delivery of outreach programs	10%	<input type="checkbox"/>
6. Utilising and refining evaluation frameworks and reporting on key targets for programs	10%	<input type="checkbox"/>
7. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	<input checked="" type="checkbox"/>
8. Observe principles and practices of Equal Employment Opportunity	Ongoing	<input checked="" type="checkbox"/>
9. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	<input checked="" type="checkbox"/>

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Outreach & Mentoring Manager

The position supervises the following positions: Student Representatives & Interns

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Understanding of the school environment and the ability to implement programs that are focussed on quality delivery.
- Demonstrated ability to maintain partnerships with schools, community groups and the public and private sectors.
- Demonstrated expertise in use of data management tools, including spread sheets and databases, to capture, analyse and report data.
- Demonstrated expertise in managing multiple, concurrent tasks.
- Excellent oral and written communications skills

Desirable:

- Knowledge of the current government policy directions for the tertiary education sector as well as for schools outreach and mentoring programs.
- Demonstrated ability to use sensitivity and judgement

SELECTION CRITERIA - Education and Experience:

Essential:

- Relevant tertiary qualifications in education, project management, public relations or equivalent work experience.
- Experience in implementing effective schools outreach and mentoring programs, in particular for groups traditionally underrepresented at University.
- Proven ability to achieve outcomes while liaising with diverse range of stakeholders including volunteers, internal and external stakeholders.
- Demonstrated interpersonal skills in leading teams of casual staff.

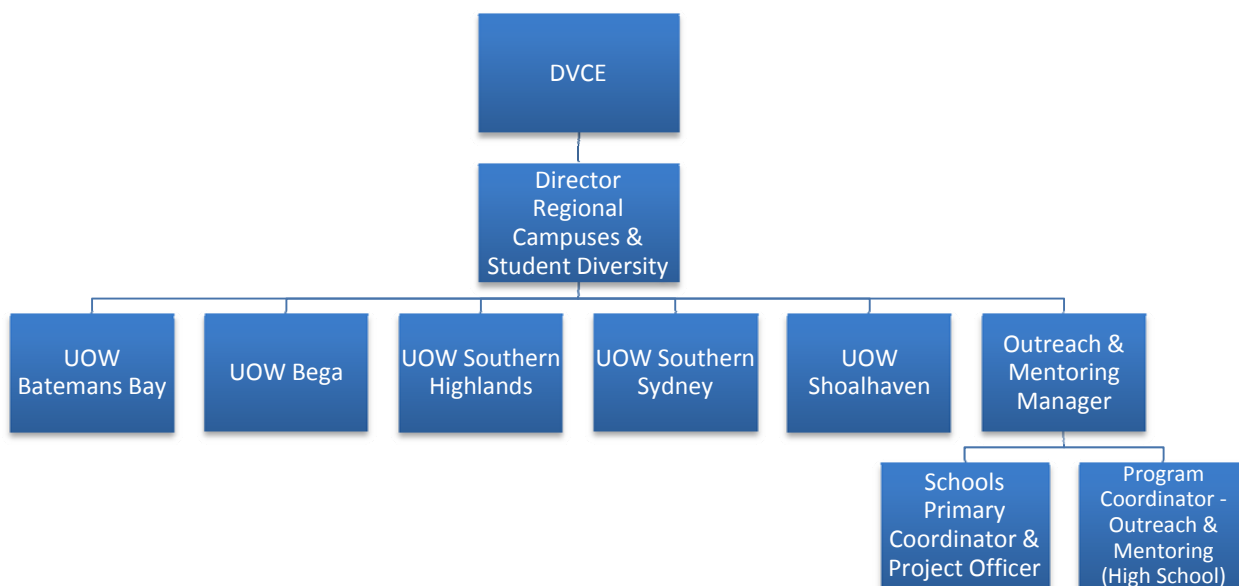
Personal Attributes:

- Proven ability to liaise with people from diverse backgrounds.
- Enthusiasm for engaging with young people.

Special Job Requirements:

- This position has been classified as “child-related work”. In accordance with relevant legislation, prohibited persons are not permitted to apply for positions that are classified as “child-related work”. Accordingly, candidates will be required to undertake a Working with Children Check as part of the recruitment process.
- The successful applicant may need to occasionally travel to regional UOW campuses and education centres including Shoalhaven, Loftus, Moss Vale, Batemans Bay, and Bega and for conferences on this issue.

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____