

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Outreach and Community Engagement Officer Level: 5
Faculty/Division: Regional Campuses and Student Diversity Location: UOW Southern Highlands

Primary purpose of the position:

The Outreach and Community Engagement Officer is required to assist in the day to day management of the Southern Highlands campus and to promote the campus within the local and surrounding communities. Marketing and promotions as well as coordination of mentoring and diversity programs form a major part of the role.

Position Environment: (Optional)

The Southern Highlands Campus is part of a network of University of Wollongong Regional Campuses at Batemans Bay, Bega, Shoalhaven, and Southern Sydney. It is a small campus that provides a welcoming and supportive environment for its students and staff. The campus is co-located within the Moss Vale TAFE Campus grounds, catering to a diverse range of people who use the facility on a daily basis.

The Southern Highlands Campus provides opportunities for people in regional areas to obtain a tertiary qualification. This position focuses on raising the awareness of the local community to the opportunities that are available through UOW Southern Highlands

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Responsible for the promotion and marketing of UOW Southern Highlands including the coordination of advertising, media and marketing activities such as the UOW Southern Highlands website, brochures and social media.	25%	<input type="checkbox"/>
2. Coordinate mentoring and outreach programs from UOW Southern Highlands: <ul style="list-style-type: none"> – Facilitation of various outreach programs at Southern Highlands Campus. Coordination of the UOW In2Uni program and supervision of Southern Highlands In2Uni mentors. – Develop positive relationships with local schools, careers advisors and prospective students. – Speak with prospective students at schools, careers markets, events etc. 	25%	<input type="checkbox"/>
3. Provide administrative support for UOW Southern Highlands including preparation for student special events such as Information Evenings, enrolment and orientation activities, general clerical duties, communications with students and staff via email, web, posters and newsletters.	20%	<input type="checkbox"/>
4. Community Engagement <ul style="list-style-type: none"> – Act as liaison between UOW Southern Highlands, local schools, and community to promote the University, develop opportunities and foster relationships. 	20%	<input type="checkbox"/>

– May include membership of and attendance at meetings of local community groups, occasionally outside business hours		
5. Provide academic and technical support to students including provision of computer and equipment training and support. Attend to student enquiries on a day-to-day basis and direct students to relevant UOW services and follow up if necessary.	5%	
6. Provide managerial backup for Batemans Bay Campus manager during absence	5%	
7. Supervisory roles: Communicate and consult with staff on workplace and staffing matters. Supervise Southern Highlands In2uni Mentors	Ongoing	
8. Observe principles and practices of Equal Employment Opportunity	Ongoing	
9. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

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: UOW Southern Highlands Manager

The position supervises the following positions: In2Uni mentors.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Strong interpersonal, verbal and written communications skills
- High level of computer/technical literacy including proficiency with Microsoft Office applications, website management and social media.
- Ability to determine priorities, problem solve and work to meet tight deadlines.
- Ability to liaise effectively and confidently with people at all levels within an organisation
- Proven ability to achieve outcomes while liaising with diverse range of stakeholders
- Ability to work independently and as part of a team

SELECTION CRITERIA - Education and Experience:

Essential:

- A degree in a relevant discipline and/or a combination of relevant work experience and/or education and training.
- Experience in developing effective marketing/communications across a range of channels including webpages
- Demonstrated experience in providing a high level of customer service
- Previous experience supervising staff
- Experience in managing a small office/centre

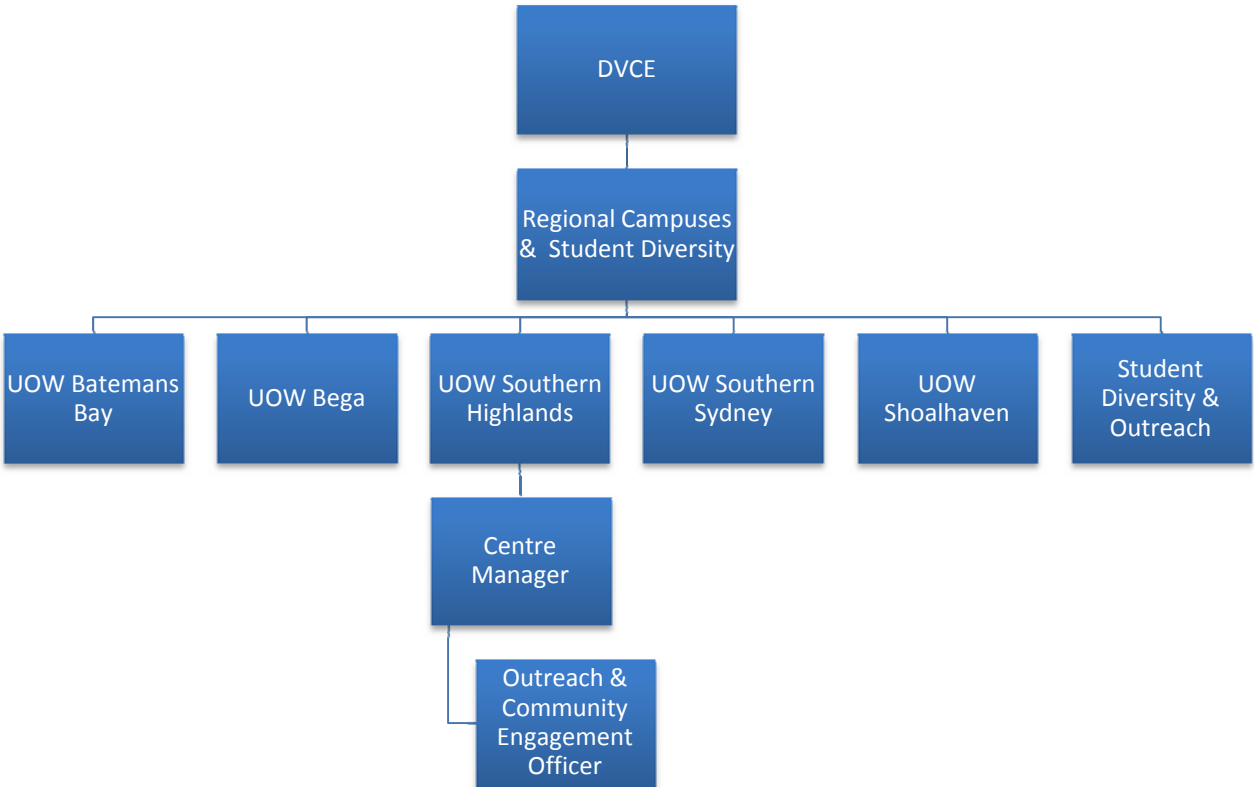
Desirable

- Experience and/or understanding of the considerations of working for a large organisation
- Previous teaching/presentation/group facilitation experience

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.
- Possess, or willingness to obtain, a current First Aid Certificate
- Must have current driver’s License
- Occasional out of hours work will be required

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____