



POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: International Project Officer Level: Level 5
Faculty/Division: Business Department/Location: International Unit

Primary purpose of the position:

The Faculty of Business aims to become the best place in Australia to research, teach and learn Business and, therefore, has a strong commitment to providing high quality services for both staff and students.

The International Project Officer will ensure effective co-ordination, implementation and communication of a range of the Faculty's International activities providing high-level support to the Associate Dean (International) and the International Manager.

Position Environment:

The Faculty of Business is committed to inspiring socially innovative commerce through research and teaching. We have a strong reputation, both within Australia and overseas, for the quality of our research and teaching. Our reputation is reflected in the demand for the Faculty's courses in Australia (Wollongong; Sydney; South Coast and Southern Highland campuses) and off-shore (Dubai and other South-East Asia institutions). The Faculty has significant local, national and international research linkages that contribute strongly to each School's robust research profile.

The International Project Officer will report to the Manager International and work in a dynamic team environment, in addition to working closely with UniAdvice, the Student Mobility Office and the Transnational Education & Alliances Unit.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Process and assess domestic and international articulations and admissions for the Faculty's undergraduate and postgraduate programs. Obtain programs from institutions and assess for credit exemptions. Make recommendations and prepare necessary documentation for approval.	25%	<input type="checkbox"/>
2. Coordinate and implement Student Mobility program activities, supporting growth in numbers of Faculty outbound and inbound exchange students.	20%	<input type="checkbox"/>
3. Coordinate and implement onshore International student engagement and well-being <ul style="list-style-type: none"> • Liaise with international student organisations to identify needs • Act as point of student contact for issues and questions • Develop and implement support programs 	20%	<input type="checkbox"/>

<p>4. Develop and continuously improve and advise on administrative procedures and processes to create efficiencies for a range of Unit responsibilities:</p> <ul style="list-style-type: none"> • Offshore program delivery • Onshore international student tracking and support • Database and records management 	10%	
<p>5. Coordinate and assist in Faculty activities for students and staff at offshore locations and international students onshore, including:</p> <ul style="list-style-type: none"> • enrolment • orientation • staff inductions • feedback sessions 	5%	
<p>6. Assist in offshore and onshore recruitment and events for international students</p>	5%	
<p>7. Support and relieve team members as needed, to meet the operational needs and requirements of the Unit to deliver a consistent student experience across all locations, including:</p> <ul style="list-style-type: none"> • Quality Assurance • Student forms • Academic support 	5%	
<p>8. Other duties as required to assist with the day to day running of the Faculty and the International Unit.</p>	10%	
<p>9. Observe principles and practices of Equal Employment Opportunity.</p>	Ongoing	
<p>10. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document</p>	Ongoing	

Reporting Relationships:

Position reports to: International Manager

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Knowledge

Essential

- Demonstrated understanding of customer service principles
- High level of interpersonal and communication skills including demonstrated ability to effectively and sensitively communicate within a cross cultural environment.
- Well-developed organisational, time management and administrative skills with attention to detail.
- Demonstrated capacity to exercise independence and initiative in planning and to manage multiple projects at one time.
- Well developed problem solving skills.
- Sound skills in word processing, spreadsheets and databases.
- Understanding of principles of continuous improvement and its application in administration.
- Ability to work as part of a small dynamic team in order to foster a workplace that is collegial and caring.

Desirable

- Previous student and international experience in a tertiary institution would be highly regarded.

SELECTION CRITERIA - Education and Experience:

Essential

- Degree in relevant area or equivalent relevant training/ work experience
- Managing projects and consulting stakeholders

Desirable

- Previous experience in a tertiary institution would be highly regarded
- Previous experience in International roles

Personal Attributes:

- Attention to detail
- Able to work effectively in a deadline driven environment
- Service oriented attitude

Special Job Requirements:

Flexibility to work extended hours at peak times

Organisational Chart:

Approval:

Approval by Head of Unit: _____

Date: _____

Approval by Faculty Executive
Manager: _____

Date: _____

Approved by Personnel: _____

Date: _____