



POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: International Sponsorship Officer Level: 5
 Division: International Services & Development Deputy Vice-Chancellor (International)
 Department/Location: International Engagement & Coordination Unit (International Sponsorship Office Team)

Primary purpose of the position:

The primary purpose of this new position is to provide high level support to the Director, International Engagement & Coordination (IEC), with the new International Sponsorship Office functions within the IEC portfolio.

The University welcomes and supports internationally sponsored students from around the globe. Working closely with the Client Service – Scholarships and Sponsorships Unit, the University's Faculties, and the Sponsorship Office Administrator, the position will identify and form relationships with the University's international sponsors and will monitor the cohort of students flowing from the University's various sponsorship arrangements. A major component of the position is to track sponsored student progress through the course of their studies, identifying and assisting in mitigating any issues arising that impact on that progress.

Stakeholder relationship identification and management is a key element of this position as is the development of supporting policy, procedure and guidelines.

Position Environment:

The position is located within International Services & Development Division (ISD), which comprises the International Engagement & Coordination Unit, the Transnational Education & Alliances Unit and the Business Development Unit. Sponsored by the Deputy Vice-Chancellor (International), the Division has approximately 22 staff and ensures that a coordinated synergy exists between all areas of International activity, both onshore and offshore. The Division interacts regularly with the wider University community, other Universities, UOW off-shore delivery sites and international partners and agencies.

The International Engagement & Coordination (IEC) unit is responsible for the management of the Office of Global Student Mobility (including Student Abroad and Exchange), the International Sponsorship Office (including external scholarship providers and student cohort management), as well as coordinating UOW's International planning strategy along with monitoring, responding to, and promoting the International message through all forms of media.

Major Responsibilities:

Tasks	Percentage of time
1. Identify key international sponsorship stakeholders and establish effective working relationships, liaising regularly with identified stakeholders, including establishing an effective and efficient communication plan targeted to each stakeholder group.	30%
2. Ensure ongoing maintenance of the resultant key stakeholder group relations including acting as coordinating conduit for University visits to sponsoring agencies / embassies.	20%
3. Develop and maintain an international scholarship database and repository, supported by an internal web site along with additional supporting projects identified through the course of the International Sponsorship Office establishment.	20%

4. Implement and monitor adherence to the newly-established legal guidelines for establishing sponsorship arrangements, including the supporting checklist, and acting as UOW's international sponsorship agreements liaison officer.	15%
5. Develop, implement and maintain policies, procedures and guidelines to support the efficient and effective administration of international sponsorship arrangements.	10%
6. Contribute to the planning, goal setting and continuous improvement initiatives within the IEC Unit generally and the International Sponsorship Office specifically.	5%
7. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	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: Director International Engagement & Coordination

The position supervises the following positions: Nil

Key Contacts:

Key Contacts: External sponsorship organisations/embassies/government officials and departments
A/Deans (International)
Faculty International Managers
International Sponsorship Office team
ARD's Sponsorship and Scholarship team
Director, International Recruitment
UOW College
Accommodation Services
Director, Transnational Education & Alliances Unit
Manager – Transnational Education

SELECTION CRITERIA – Knowledge & Skills:

Essential:

- Knowledge of University policies and procedures relevant to international students in higher education;
- Demonstrated ability to liaise with individuals at all levels to manage relationships with both internal stakeholders and external institutions and agencies;
- High level verbal and written communication and interpersonal skills supported by a demonstrated ability to communicate effectively and sensitively with staff at all levels, and students from diverse cultural background;
- Demonstrated ability to prepare official correspondence and reports.
- Demonstrated high level organisation and administrative skills, including a demonstrated ability to plan and manage complex tasks, high volumes of work and conflicting project workloads and deadlines.

SELECTION CRITERIA – Education and Experience:

Essential:

- A degree or a combination of education/experience/training deemed to be equivalent;
- Experience in using the MS Office suite of products within a PC computing environment.
- Demonstrated experience with identifying and initiating effective and compliant policies, procedures and guidelines relevant to international students in higher education;
- Demonstrated experience in the use of databases with an eye for accuracy and attention to detail;

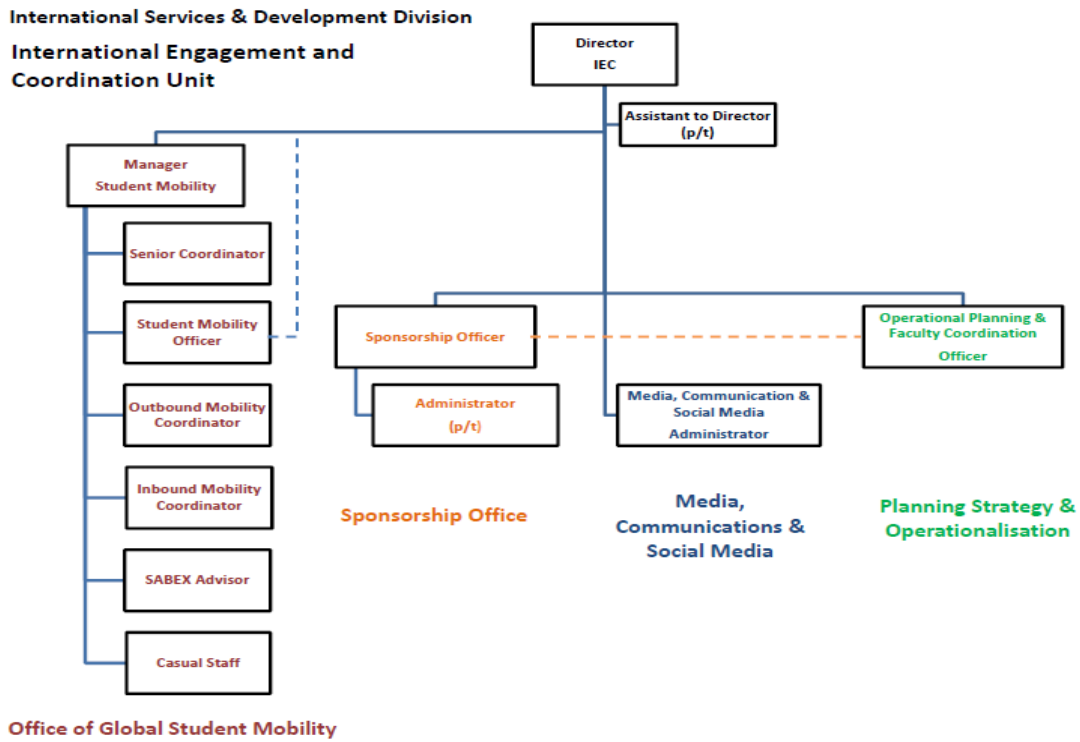
Personal Attributes:

- Work to a high standard; handle sensitive and confidential information;
- Knowledge of the demands of education within a tertiary institution;
- Ability to work effectively and proactively in a deadline driven, high demand environment;
- Demonstrated capacity to exercise judgment, take initiative and solve problems in a sensitive and timely manner.

Special Job Requirements:

- Flexibility to respond quickly to changing client needs;
- High level communication skills underpinned by exceptional interpersonal skills;
- Demonstrated capacity to represent the University in a professional manner with both internal and external stakeholders;
- Some out of hours work may be required.

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____