

POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Schools Liaison Coordinator Level: 5
Faculty/Division: Faculty of Engineering & Information Sciences (EIS)
Department/Location: External Relations and Communications

Primary purpose of the position:

Reporting to the Industry & External Relations Manager and working closely with the Associate Dean Education, this position will foster and maintain relations with the University's targeted communities. By promoting and coordinating STEM (Science, Technology, Engineering and Mathematics) enrichment programs and school engagement initiatives, the position will showcase degrees and careers in Engineering, Maths, Physics and ICT to primary and secondary school staff and students. The aim of the role is to promote the Faculty of Engineering & Information Sciences to the school community, increase awareness of career options in the above disciplines and increase domestic undergraduate student numbers. A particular focus for the Faculty and the position is to increase the number of students (particularly females) studying ICT disciplines to meet current and future labour needs.

Position Environment: (Optional)

The Faculty of Engineering & Information Sciences is research intensive and has approximately 5,000 undergraduate and postgraduate students onshore and offshore, approximately 260 academic staff and approximately 78 technical and 37 administration staff.

Working within the Faculty's marketing and events team, the Schools Liaison Coordinator is responsible for liaising with primary and secondary schools, and coordinating the Faculty's events targeted at these schools, such as the Science and Engineering Challenge, HSC Revision Days, STEM Travelling Technology Roadshow, Women in Engineering Summit and assisting with Faculty contributions into wider university outreach programs such as In2Uni, Summer Master Classes and Discovery Days.

The position represents the Faculty at careers markets and information evenings, and helps organise school visits to the Faculty and its research entities such as the Sustainable Buildings Research Centre. The position will work closely with the central student recruitment unit of the University, Student Services Division, in coordinating the Early Admissions program for the Faculty.

Major Responsibilities:

Tasks	Percentage of time
1. Conduct student recruitment/enrichment programs for the Faculty of Engineering & Information Sciences (EIS) <ul style="list-style-type: none"> • Build relationships with the high school community to drive the selection of EIS course offerings • Create marketing materials to clearly identify the benefits of EIS programs • Coordinate a program of activities for school student and teachers delivered by academics and EIS students on and off campus schools • Coordinate the Faculty's Early Admission process • Coordinate the Faculty's contribution to careers markets and information evening • Coordinate the Faculty's contribution to University events aimed at schools. 	25%
2. Develop and maintain the Faculty's relationships with schools <ul style="list-style-type: none"> • Develop a strong working relationship with school teachers of maths, physics, ICT technology and design, and career advisers in the Faculty's target areas e.g. Illawarra, and southern and south western Sydney high schools and regional NSW • Assist in the development of effective recruitment activities and strategies with targeted schools • Coordinate school visits to the Faculty and its research entities. 	25%
3. Develop and co-ordinate school student events, including ensuring the safety and well-being of participating school students by implementing UOW School Engagement Policy, venues, presenters, marketing and advertising via digital media and websites, information kits, media liaison, and sponsorships targeted at prospective students and key stakeholders.	25%
4. Develop and maintain relevant communication and marketing content and mechanisms including: <ul style="list-style-type: none"> • Schools Competition and outreach website for frequent turnover of information • Faculty's future students website • Newsletters and notices targeted at schools • Brochures, publications, stationery and branding materials. 	25%
5. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing
6. Observe principles and practices of Equal Employment Opportunity	Ongoing
7. Have WH&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: EIS Industry & External Relations Manager

The position supervises the following positions: none

SELECTION CRITERIA - Knowledge & Skills:

Knowledge:

Essential:

- Demonstrated knowledge of tertiary education environment
- Demonstrated knowledge of secondary school education environment
- Demonstrated understanding of industry and career opportunities for ICT, Maths, Physics and Engineering graduates

Skills:

Essential:

- Demonstrated skills in stakeholder management and relationship building
- High level written and verbal communication skills with an ability to liaise with individuals at all levels and cultures
- Excellent computer skills including databases and spread sheets
- Exceptional organisational skills with an ability to work to deadlines
- Possess a current NSW drivers licence

SELECTION CRITERIA - Education and Experience:

Essential:

- Tertiary qualifications in a relevant discipline and/or relevant professional experience and training

Experience:

Essential:

- Experience in developing and delivering effective marketing materials and presentations
- Experience in website management and web development and graphic design software

- Experience in the managing small teams of casual staff and volunteers
- Demonstrated experience in events organisation and coordination

Desirable

- Proven track record in having worked in domestic student recruitment
- Experience and understanding of the challenges facing the ICT industry

Personal Attributes:

- High level interpersonal skills
- Ability to work well under pressure
- Ability to work effectively both individually and as part of a team

Special Job Requirements:

- Will need to be flexible in approach to organising events and marketing activities of the Faculty as required
- Will need to work flexible hours for events held outside of normal work hours
- Completion of Working with Children Check
- Drivers Licence

Organisational Chart:

Organisational Chart coming soon

Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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