

**FUTURE STUDENTS EVENTS OFFICER
POSITION DESCRIPTION**

Position Title:	Future Student Events Officer	Position Number: 19144	Faculty/Division: Deputy Vice Chancellor & Vice President (Academic)
Classification:	HEO4	No. Direct Reports & Highest Classified Position: 0	School/Branch: Future Student Engagement
FTE: 1.0	Reports to: Manager, Future Student Engagement	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Future Student Engagement Team
Position Summary:	<p>Future Student Engagement (FSE) coordinates student recruitment and engagement activities for domestic coursework and onshore international school students studying in South Australia across the University in close association with Faculties.</p> <p>The Future Student Events Officer is responsible for the planning and implementation of student recruitment events on and off campus.</p> <p>Events include (but are not limited to) Future Student Engagements involvement in Open Day, Change of Preference event, Career Counsellors Conference, and major student recruitment expos in South Australia and Interstate.</p> <p>The Future Students Events Officer will work closely with Future Student Advisors and is required to assist the Events Coordinator in delivering effective recruitment events.</p>		
Position Characteristics:	Scope	<p>FSE coordinates new partnerships with industry, community, schools and other higher education providers and develops targeted outreach specifically aimed at future students interested in undergraduate and postgraduate coursework programs.</p> <p>Under general direction, the Future Student Events Officer supports the strategic direction of the Future Student Engagement Team by administering and coordinating events, in conjunction with the Events Coordinator</p>	
	Significant internal/external relationships	<p>Manager, Future Student Engagement</p> <p>Faculty Marketing and Recruitment Officers</p> <p>Marketing and Communications</p> <p>TAFE/ VET</p> <p>Student Services</p> <p>Property Services</p> <p>Security Services</p> <p>School Careers Counsellors and Teachers</p> <p>External Organisations</p>	
	Special conditions	<p>Reasonable workplace adjustments will be made for people with a disability.</p>	

**FUTURE STUDENTS EVENTS OFFICER
POSITION DESCRIPTION**

		<p>Some evening and weekend work required.</p> <p>Evidence of an assessment and letter of clearance from the DCSI Screening Unit is required prior to making an appointment to this position.</p> <p>Full drivers licence is required.</p>
	Delegations	Nil

FUTURE STUDENTS EVENTS OFFICER POSITION DESCRIPTION

<p>Key Responsibilities and Outcomes</p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Deliver efficient event management practices	<ul style="list-style-type: none"> ▪ Work with the Events Coordinator to plan and implement student recruitment events ▪ Prepare delegate packs and papers ▪ Ensure event locations and facilities are set up in a timely manner for events and all required resources are sourced and made available ▪ Collect data and provide detailed evaluation reports to measure the success of events ▪ Work within the allocated events budget ▪ Maintain event resources to ensure effective management of Future Student Events
	2	Engage in clear and timely communication	<ul style="list-style-type: none"> ▪ Ensure all correspondence to internal and external groups is accurate and consistent with University standards and policies ▪ Ensure effective liaison is maintained with academic staff and other areas of the University and external institutions ▪ Build and maintain relationships with other internal and external bodies aligned to student engagement. ▪ Communicate event reports to the Future Student Engagement team
	3	Relationship management	<ul style="list-style-type: none"> ▪ Work closely with members of the Future Student Engagement who are responsible for specific student/ influencer cohorts to ensure the effective and timely delivery of events ▪ Work closely with Marketing and Communication's on promotional aspects of events ▪ Build and maintain relationships with other internal and external bodies aligned to student recruitment, including faculty staff, marketing and communications etc. ▪ Build and maintain relationships with career counsellors, teachers, parents, principals and community groups through effective on and off campus events
	4	Stakeholder engagement	<ul style="list-style-type: none"> ▪ Meet and consult with internal and external stakeholders to ensure relationships and expectations are managed ▪ Build trust with key stakeholders by communicating information on a regular basis and delivering on key outcomes ▪ Consider constructive feedback when planning and implementing events ▪ Provide a client-centred service through face to face, phone and email interactions as per FSE's customer service standards

**FUTURE STUDENTS EVENTS OFFICER
POSITION DESCRIPTION**

	5	Develop, implement and maintain efficient office management systems.	<ul style="list-style-type: none"> ▪ Ensure efficient records management and file systems are maintained (through TRIM, Right Now and shared drive) in accordance with the University's protocols and procedures. ▪ Maintain FSE guidelines and management procedures. ▪ Ensure systems are in place to maintain an efficient and effective team.
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> ▪ Constantly seeks to improve own performance. ▪ Takes responsibility for own work to achieve quality results. ▪ Meets deadlines and follows through on commitments. ▪ Sets own work priorities and uses tools to manage their time effectively to achieve work objectives.
		Communication	<ul style="list-style-type: none"> ▪ Speaks clearly and respectfully in a confident manner. ▪ Seeks to understand the viewpoint of others and asks questions to clarify meaning. ▪ Conveys ideas clearly to others, both verbally and in print. ▪ Co-operates with others, shares relevant information and seeks information from others as required. ▪ Sells ideas and is persuasive in influencing people. ▪ Gains clear agreements by presenting own position clearly and considering alternative viewpoints.
		Relationship Building	<ul style="list-style-type: none"> ▪ Actively works to develop and maintain effective working relationships with others. ▪ Maintains composure in dealing with others. ▪ Responds to colleagues in a timely and courteous manner. ▪ Is approachable and receptive to others.
		Flexibility and Adaptability	<ul style="list-style-type: none"> ▪ Willingly adopts different approaches in order to achieve results. ▪ Adapts behaviour in response to constructive feedback. ▪ Accepts changes in job role in a positive manner. ▪ Is open to new and different ways of doing things.

**FUTURE STUDENTS EVENTS OFFICER
POSITION DESCRIPTION**

		<p>Teamwork</p>	<ul style="list-style-type: none"> ▪ Understands the work of the group and demonstrates a commitment to team goals. ▪ Treats others fairly and equitably. ▪ Encourages cooperation and collaboration. ▪ Works effectively in a team environment. ▪ Relates well to other team members.
	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> ▪ Demonstrated experience in event and project coordination, with proven ability to think analytically, plan effectively and manage conflicting workloads. ▪ Well-developed communication and interpersonal skills, including a demonstrated ability to collaborate and build relationships with internal and external stakeholders ▪ High degree of computer literacy in Microsoft Office Suite and other business software applications. <p>Desirable</p> <ul style="list-style-type: none"> ▪ A good understanding of the education environment, especially tertiary sector. 	
	<p>Qualifications</p>		<ul style="list-style-type: none"> ▪ Post-secondary qualifications and relevant work experience, or an equivalent combination of relevant experience and/or education/training.
<p>Occupational Health, Safety and Welfare Requirements</p>		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	

**FUTURE STUDENTS EVENTS OFFICER
POSITION DESCRIPTION**

<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Actively participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities an performance objectives associated with the position and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Familiarise themselves and comply with the University's Occupational Health and Safety, Equity and Diversity and other relevant University Policies and procedures. 	
<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	