POSITION DESCRIPTION

PROGRAM CO-ORDINATOR – STUDENT LEADERSHIP PROGRAMS, CSE

REPORTS TO: Manager, Centre for Student Engagement

SUBORDINATE POSITIONS: Casual Staff, Volunteers

AWARD: Wollongong UniCentre Services Agreement

SECTION: UniCentre

JOB SUMMARY

 Assist to build UniCentre’s Centre for Student Engagement within the University of Wollongong, in order to provide valued, specialised and relevant extra-curricular (social, developmental and leadership based) opportunities for students of the University.

The Program Coordinator – Student Leadership Programs will coordinate and develop a range of volunteering and development programs for students of the University of Wollongong, including the ALIVE Leadership program, the Students 4 Students National Leadership Conference, the Elevate Young Leaders Forum and the Australian Student Leadership Association

CUSTOMER SERVICE:

1. Design and deliver innovative student leadership programs that are valued by the University community
2. Recruit, supervise and coach a diverse team of volunteer student leaders, who will be assisting in achieving CSE’s student development goals
3. Actively research and recommend new program opportunities for CSE; follow and report on current student training & development trends at Universities and other tertiary institutions identified as best practice
4. Develop training plans and learning outcomes for each program and actively assess achievements
5. Foster positive relationships with students, staff and members of the wider community
6. Liaise with a large number of students on a daily basis to provide program support, information and guidance
7. Ensure all programs are inclusive, valued and lead toward the UOW student experience
8. Work in conjunction with all UniCentre Units, the broader University community and tertiary networks across Australia to actively and strategically promote programs and events.
9. Secure sponsorship from a range of stakeholders within the University.
10. Network within the community to provide public profile for the programs and contacts to leverage for speakers.
11. Versatility and ability to manage events ranging in size and purpose
FINANCIAL CONTROL:

12. Design cost effective and value for money programmes and activities within budget.
15. Assist in the development and servicing of sponsorship partnerships in collaboration with UniCentre Marketing the CSE Manager (cash and in-kind).
16. Explore additional avenues.

PEOPLE AND CULTURE:

17. Proactively, procure, train, lead, mentor and support volunteers and students in their professional development
18. Ability to train and facilitate workshops
19. Develop and maintain awareness of emerging trends and needs (nationally and internationally) in tertiary student engagement and leadership
20. Participate in and where required conduct annual Learning and Development Plans (LDP)
21. Recognise and commend exceptional staff contribution
22. Participate in workplace consultative meetings as required and recommend improvements to relevant “standard work method statements”
23. Deputise for the CSE Manager when necessary

BUSINESS PROCESS AND INNOVATION:

24. Assist in development of marketing materials and the promotion of UniCentre and, specifically, CSE programs
25. Develop and oversee the risk management procedures and policies for each program
26. Provide ongoing administrative support including communications within UniCentre and UOW departments, preparation of fortnightly newsletters, blog, maintenance of CSE student database, invoice processing, and other tasks as required.
27. Update processes and procedures relating to student leadership programs and provide the CSE Manager with up to date reports on program progress, attendance records and engagement levels as required.

OTHER:

28. Other duties as directed by CSE Manager
WORK HEALTH AND SAFETY:

29. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.

30. Work within guidelines as detailed in the relevant Standard Work Method Statements (SWMS).

31. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.

32. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.

33. Ensure that all tasks are conducted in a manner consistent with the Standard Work Method Statements.

Signed: ___________________________ Date: _______________
Employee

Signed: ___________________________ Date: _______________
Manager
PERSON SPECIFICATION

- An undergraduate degree, with relevant experience or extensive relevant experience, including experience in adult learning and training.
- Demonstrated understanding of development and engagement principles in the tertiary sector and major factors that influence this area.
- Proven interpersonal and communication skills, both written and verbal, which enable the appointee to be an effective leader, mentor and coach.
- Extensive experience in event management.
- Experience in developing and delivering workshops and training sessions in a tertiary environment.
- Demonstrated ability to lead and direct small teams and achieve set learning and development outcomes.
- Ability to exercise initiative and be innovative.
- Able to work effectively both independently and as and as part of a team.
- Demonstrated ability to work to changing deadlines, to work on several projects simultaneously and to handle a high volume of verbal and written enquires.
- Demonstrated ability to deliver quality customer service to people from a diverse range of backgrounds.
- Ability to work flexible hours, including evenings and weekends where applicable.
- Demonstrated understanding of risk management principles.
- Knowledge and understanding of EEO and WHS principles and policies.

All applicants are strongly advised to address each criterion individually in their application.