POSITION DESCRIPTION

PROGRAM COORDINATOR, CENTRE FOR STUDENT ENGAGEMENT

RESPONSIBLE TO: Manager, Centre for Student Engagement
SUBORDINATE POSITIONS: Casual staff, volunteers
SALARY: UniCentre
SECTION: UniCentre

JOB SUMMARY

Assist to build UniCentre 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.

Further the Centre for Student Engagement mission to connect students to each other, their campus and the wider community in line with the UniCentre Balanced Scorecard objectives below.

RESPONSIBILITIES

Stakeholders
Design and deliver innovative programs that are valued by the University community
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
Foster positive relationships with students, staff and members of the wider community
Liaise with a large number of students on a daily basis to provide program support, information and guidance
Ensure all programs are inclusive, valued and lead toward the UOW student experience

Financial
Design cost effective and value for money programs and activities within budget
Maximise opportunity cost in the development and delivery of programs
Effectively cost each program and set key performance indicators
Assist in the development and servicing of sponsorship partnerships in collaboration with the CSE Manager (cash and in-kind).

Internal Business Process
Assist in development of marketing materials and the promotion of UniCentre and, specifically, CSE programs
Develop and oversee the risk management procedures and policies for the CSE Unit for each program
Provide ongoing administrative support including communications within UniCentre and UOW departments, preparation of weekly newsletters, maintenance of CSE student database, invoice processing, and other tasks as required.
Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.
Work within guidelines as detailed in the relevant safety “standard work method statements”.
Report workplace incidents and hazards and/or implement immediate action for identified hazards if able to do so.
Other duties as directed by the CSE Manager
POSITION DESCRIPTION
PROGRAM COORDINATOR, CENTRE FOR STUDENT ENGAGEMENT

Our People
Proactively lead, mentor and support volunteers and students in their professional development
Develop and maintain awareness of emerging trends and needs in tertiary student engagement
Participate and where required conduct annual Learning and Develop Plans (LDP)
Recognise and recommend commendation of exceptional staff contribution
Actively engage and support volunteer participants
Participate in workplace consultative meetings as required and recommend improvements to relevant "standard work method statements"
Deputise for the CSE Manager when necessary

Signed:......................................................... Date:............................................
WOLLONGONG UNICENTRE SELECTION CRITERIA
PROGRAM COORDINATOR, CENTRE FOR STUDENT ENGAGEMENT

PERSON SPECIFICATION

- An undergraduate degree, with relevant experience or combination of extensive relevant experience and/or training
- Experience in developing and facilitating student development and/or extra curricular programs in a tertiary environment
- Able to work effectively both independently and as part of a team
- Highly developed written and oral communication skills
- High level interpersonal skills
- Experience in supervision and communicating with staff
- Demonstrated leadership skills in a learning environment
- Excellent organisational skills with strong attention to detail
- Ability to exercise initiative and be innovative
- Demonstrated ability to work to changing deadlines and to work on several projects simultaneously
- Demonstrated understanding of student development and engagement principles in the tertiary sector and major factors that influence this area
- 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
- Current Drivers Licence
- Knowledge and understanding of EEO and OHS principles and policies