

POSITION DESCRIPTION

Position Title:	Student Recruitment and Engagement Coordinator
Employer:	UQ College (UQC)
Reference Number:	TBA
Type of Employment:	Continuing
Remuneration:	Level 8 \$89,291.13 plus 11.5% superannuation

DUTY STATEMENT

Primary purpose of position

The purpose of the Student Recruitment and Engagement Recruitment Coordinator is to develop and coordinate projects to build UQC's brand and recruit students domestically with the intention for them to pathway onto The University of Queensland (UQ). The position will collaborate with the Senior Manager, Business Development to support UQC's role in [The Queensland Commitment](#) project, and will coordinate international education opportunities for UQC in conjunction with the Business Development team.

Duties and responsibilities

- Develop and implement a Domestic student recruitment plan, in consultation with the Senior Manager, Business Development, to facilitate the recruitment and conversion of domestic students from enquiry to commencement.
- Coordinate UQC's participation in university-wide marketing and recruitment events activities (such as Open Day, TSXPO, Guidance Counsellors Conference) as well as smaller bespoke recruitment activities.
- Build strong, collaborative relationships with UQC academic staff, and UQ's Future Students Domestic recruitment team and Outreach and Engagement team (Indigenous Engagement) to ensure alignment in business development initiatives.
- Write and deliver project briefs and detailed reports to support UQC's initiatives aimed at recruiting domestic students
- Liaise with the UQC Marketing and Communications Coordinator and UQ's Marketing team to promote UQC programs and scholarship offerings.
- Manage the UQC Student Ambassador program for domestic and international students.
- Provide accurate advice to prospective students about UQC and UQ programs and admissions information.
- Monitor the UQC application pipeline and collaborate with the UQC Admissions team to convert students.
- Utilise a range of digital technologies including UQC's admissions program.
- Monitor competitor activities to provide feedback and help inform key engagements.
- Undertake other duties as directed by the Senior Manager, Business Development.

Other

Comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.
- Adhere with Queensland's occupational health and safety (OH&S) legislation, along with specific OH&S responsibilities and procedures established by UQC and the University.
- Requirements of the *Education Services for Overseas Students Act 2000* (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and associated legislation, and related responsibilities and procedures developed by UQC and the University.
- All staff are expected to treat students, including young learners, with respect and understanding, addressing their concerns at all times. Staff must be well-versed in UQC's child and youth policies, which ensure the safety and wellbeing of children and young people in our care. Embrace sustainable practices in all work activities, ensuring compliance with relevant legislation and the University's sustainability responsibilities and procedures.

The role will require;

- Well-developed IT skills, including Microsoft Office Suite and the ability to learn new systems including UQC's admissions program.
- The ability to work evenings as well as weekends to attend events from time to time
- A full driver's licence
- Queensland Government Blue Card (Working with Children check).

Reporting Relationships

- The position reports to the Senior Manager, Business Development.

SELECTION CRITERIA

- Relevant tertiary qualification with 4-6 years' experience in marketing and/or communication and/or business roles (or equivalent combination of relevant experience and/or education/training).
- Well-developed written and verbal communication skills including the ability to present in front of large audiences.
- Strong planning and project management skills and ability to juggle multiple competing priorities.
- Demonstrated relationship management and consulting skills including the ability to interact and negotiate with a variety of stakeholders.
- Strong cross-cultural understanding and ability to liaise effectively with a wide range of audiences from different cultural backgrounds and respond positively when resolving issues.
- Demonstrated ability to work independently and effectively as part of a team.

Further information

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