



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Student Services Manager

- One of Australia's leading research & teaching universities
- Vibrant campus life with a strong sense of community & inclusion
- Enjoy a career that makes a difference by collaborating & learning from the best

At UNSW, we pride ourselves on being a workplace where the best people come to do their best work.

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

About the role

- \$102,567K-\$115,564K plus 9.5% Superannuation and annual leave loading
- Fixed Term until 21st December 2018
- Full-time
- Two positions available – one to support the Faculty of Built Environment and one to support Faculty of Law

The Student Services Manager will provide high level support to the Faculty Executive Director, Head of School and Education Support Manager to effectively prepare the Faculty for the implementation of the new Academic calendar and the forthcoming shared services model for the delivery of student support. This position will be responsible for ensuring appropriate documentation and communication plans are in place and delivered so that relevant stakeholders understand and support the smooth transition to the proposed new academic calendar across the University.

About the successful applicant

To be successful in this role you will:

- Demonstrated experience coordinating and delivering on strategic activities in a complex environment ideally within higher education
- Well-developed leadership and resource management skills with the ability to motivate and manage staff through change
- Highly developed project management skills with demonstrated experience coordinating the design and delivery of project engagement and implementation requirements
- Excellent written and verbal communication skills and proven ability to interact effectively with a diverse range of people
- Advanced conceptual, analytical and problem-solving skills and the ability to plan at both the strategic and operational levels
- a relevant degree with extensive relevant experience, or equivalent competency gained through any other combination of education, training and/or experience
- Strong computer skills, particularly in the use of Microsoft Outlook, Word and Excel and as well as relevant databases
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

*You should systematically address the selection criteria listed within the position description in your application. Please **apply online** - applications will not be accepted if sent to the contact listed.*

Contact:

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Applications close: 11th March 2018

Find out more about working at UNSW at jobs.unsw.edu.au

UNSW aspires to be the exemplar Australian university and employer of choice for people from diverse backgrounds. UNSW aims to ensure equality in recruitment, development, retention and promotion of staff, and that no-one is disadvantaged on the basis of their gender, cultural background, disability, sexual orientation or identity. We encourage everyone who meets the selection criteria to apply.

Job ID: 61201

CLICK FOR FURTHER INFORMATION AND TO APPLY ONLINE