



# NEW NEEDS YOU

## Student Advancement and Administration Opportunities

- Join an organisation committed to equity & excellence
- Play an important role in the achievement of quality outcomes for Indigenous students
- Enjoy a career that makes a difference

Combine your passion for indigenous higher education, enjoyment in working collaboratively and focus on customer service in supporting students in these critical roles.

### About Us

At the University of Newcastle, our staff are curious. We think big, see opportunity and are open to ideas and ask why. We share wisdom and partner with colleagues in Australia and around the globe to create an enduring impact. And we're courageous - bold thinkers who have the confidence to take risks and to inspire change. The Centre of Indigenous Engagement and Advancement (CIEA) supports innovation, entrepreneurship and collaboration to facilitate the achievement of quality outcomes that prioritises Indigenous students, and in particular, prepares Indigenous graduates who make a difference and to create impact within the University, in our communities and across the globe.

Newcastle is a vibrant, thriving community that boasts the perfect lifestyle. There's a certain feeling you get from working at the University of Newcastle. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here.

### Is NEW for you?

The University of Newcastle is committed to the advancement and leadership of Indigenous education and research at a local, national and international level drawing strength from culture, communities and past journeys. These roles will collaborate closely with other staff members of Wollotuka Institute and the University to ensure quality customer service and student support and engagement. You will be a team player, someone who is able to multi-task, set priorities and work to meet competing deadlines.

### What will you do?

#### Indigenous Student Advancement Coordinator (Ourimbah) (3622)

You will deliver exceptional student/client centred service to Indigenous students to increase access, participation, retention and success of Indigenous students. More specifically, you will:

- Coordinate the delivery of high quality advice and support to students in relation to their programs and courses; and faculties, schools and other stakeholders in relation to Indigenous student engagement and advancement;
- Support the development of and manage and evaluate programs;
- Lead and coordinate the Indigenous Student Advancement Officer roles;
- Manage and resolve complex student issues and complaints that have been escalated by the Student Advancement Officers;
- Identify initiatives and make recommendations to achieve operational objectives linked to the Wollotuka Strategic Plan; and
- Engage with Community and Industry to provide advice on matters in relation to quality outcomes for Indigenous students.

#### Indigenous Student Advancement Officer (NeW Space) (3627)

You will support the student success and retention activities of Wollotuka Student Advancement throughout all stages of the student lifecycle. More specifically, you will:

- Collaborate with the Indigenous Student Advancement Team to target strategic support for students;
- Provide high quality advice and exceptional student/client centred service to students in relation to their programs and courses, and for university student processes;
- Be the primary point of contact for Indigenous students;
- Case manage student personal and academic needs on matters relating to progression, retention and student success; and
- Provide an effective link and work collaboratively with Student Central, Faculties and Schools and The Wollotuka Institute.

#### Indigenous Administration Officer (Performance, Policy and Operations) (Callaghan) (3631)

You will provide operational support to ensure the efficient and effective functioning of the CIEA, and continuous improvement of its operations. More specifically, you will:

- Provide administrative support to senior staff including diary management, organising travel, financial activities, HR support, and committee servicing as required.
- Provide high quality advice and exceptional student/client centred service to students in relation to their programs and courses;
- Assist in the coordination of events such as Wollotuka graduations, reconciliation and sporting events, field trips and other events as requested, including assisting in arrangements for presenters/facilitators, venues, catering, travel arrangements and publicity.
- Assist with Birabahn Centre maintenance, including monitoring cleaning and maintenance and the administration of parking and vehicle management; and
- Support and maintain effective relationships with key stakeholders and their support staff within and outside of the University.

### About you

We are seeking people who are passionate about indigenous higher education, enjoy working in a collaborative environment and place a high level of importance on supporting students. Our students are at the heart of everything we do. You'll be focused on creating an experience that is proactive, professional and innovative. Key to your success will be your prior experience in working with Aboriginal and Torres Strait Islander peoples, and a knowledge and understanding of the contributions, successes and challenges relating to Aboriginal and Torres Strait Islander peoples.

For full job descriptions; including the Selection Criteria that needs to be addressed for each role, visit <https://www.newcastle.edu.au/about-uon/jobs-at-uon/job-vacancies>

Aboriginality is a genuine occupational qualification and is authorised under Section 14 of the NSW Anti-Discrimination Act 1977. Applicants must be of Aboriginal or Torres Strait Islander descent.

### What NEW can offer?

From a flexible working environment to discounts in private health insurance and gym memberships, we offer access to a wide range of employee benefits including salary packaging. You can learn more about these at <https://www.newcastle.edu.au/about-uon/jobs-at-uon/benefits-at-a-glance> We provide opportunities for all people regardless of their background and experience, and this philosophy is reflected across all that we do.

The remuneration is commensurate with experience and is follows:

- Student Advancement Coordinator - \$85,996 to \$96,745 + 17% super
- Indigenous Student Advancement Officer - \$77,936 – 85,996 + 17% super
- Administration Officer (Performance, Policy and Operations) - \$67,185 - \$77,936 + 17% super

### Your next steps

Click on the **APPLY LINK** below to view the position. Your application will be assessed on selection criteria. Read all information about the role so you understand what is required. In addition:

Follow all directions and complete all necessary fields of the application; and

In your selection criteria demonstrate clearly how your skills and experience meet each point and should be a maximum of four pages.

**Closing date: Sunday, 17 March 2019**

VIDEO  
LINK

APPLY  
LINK