

International Development Co-ordinator

- \$91,755 - \$99,306 per year (plus 17% superannuation & leave loading)
- 2-Year Fixed Term position
- Full Time, 35 hours per week

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

Ranked 16th in the world, UNSW Law is Australia's leader in progressive and rigorous legal education and research. Inspired by principles of justice, UNSW Law through its teaching, research and community outreach, promotes a holistic understanding of law and its role in society.

UNSW Law includes more than 100 academics, many of whom are leaders in their areas of research interest. Our research is organised around a range of centres and disciplinary clusters. The Faculty's research ranges from traditional doctrinal study to interdisciplinary, empirical and theoretical work. A common theme is the engagement with law outside the University, through policy and law reform and collaboration with practitioners of all kinds. UNSW Law is supported by 60 professional and technical staff who provide management and support in teaching, research, finance and student administration.

The International Development Coordinator will play a key role in supporting UNSW Law's strategic objectives in relation to Academic Excellence in Education and Global Impact. The position is responsible for supporting the development of activities and priorities around international engagement, particularly around recruitment of high quality and diverse students into the LLB, JD, LLM and PhD programs and the development of key international relationships.

The position will be integrated into the Law Faculty, with significant involvement with the Law Faculty's international operations, particularly in relation to the activities of the Dean of Law, the Associate Dean (International & External Engagement), Director of Postgraduate Studies (International), and Business Partner (External Relations), as well as our South East Asia specialist. The position will also work closely with the Head of School and Associate Dean (Education) as well as the Offshore Recruitment team within the Division of External Relations (DEx) to facilitate the necessary collaboration between the Faculty and the International Office to ensure the strategic goals of the Faculty and University are met.

Key responsibilities of the role include:

- Support UNSW Law's international engagement work, particularly in relation to student recruitment and strategic institutional relationships.
- Develop strong working relationships with the offshore region specialists in the Future Student Marketing team to develop strong insights and knowledge that can be used to further support and formulate Law's own international recruitment strategy, ensuring it is based on factual insights and demand driven.
- Develop and maintain a portfolio of key international relationships (including universities, high schools, agents, scholarship bodies, government bodies) both on campus and overseas.
- Establish best-practice systems, procedures and guidelines to facilitate the administration of international development mobility in the Faculty.

To be a success in this role you will possess:

- Relevant tertiary qualifications (such as Law, Business, Accounting, Administration, Marketing).
- Minimum three years proven working experience in international marketing, student recruitment, preferably in a Law, Business or HASS field and/or in a complex large education environment.
- Proven track record in a performance-orientated and outcomes-driven marketing environment, with an excellent knowledge of marketing techniques.
- Demonstrated ability to work with a high level of autonomy, and a highly developed sense of initiative and responsibility, to manage competing priorities under pressure.
- Demonstrated ability to interpret and communicate complex policies, and ability to draft and write reports or correspondence to communicate complex issues.

Applicants should systematically address the selection criteria found within the position description in their on-line application. If an application does not systematically address the selection criteria it may not be considered.

Contact:

Ben Richards, Talent Acquisition Lead

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Applications close: 11:00pm Sunday 26th August 2018

Find out more about working at UNSW at www.law.unsw.edu.au

UNSW is an equal opportunity employer committed to diversity

