

Student Success Officer

Reference: 116502

Type: Permanent

Location: Gold Coast, Australia

Industry: Education and Training

Salary: 17% super

About Griffith University

At Griffith University we believe in, strive for and celebrate the remarkable.

We are known for our high impact research, outstanding student experience, our commitment to social justice and our welcoming environment. We rank in the top 2% of universities worldwide and we're proud of our remarkable achievements, of our people and their passion for making a positive difference. Together we contribute to the development of knowledge and learning in an attractive environment which values excellence, equity, diversity, and innovation.

GUMURRII is a dedicated Student Success Unit for First Peoples (Aboriginal and Torres Strait Islander) students in their educational journey from attraction to success. With Student Success Units on each of Griffith University's five physical campuses, GUMURRII works in direct partnership, consultation and collaboration with a wide range of internal and external stakeholders and endeavours to complement all aspects of University life. GUMURRII offers a safe and culturally appropriate environment that enhances the student experience.

The opportunity

Several exciting opportunities are now available for experienced and enthusiastic Student Success Officers to join our dynamic GUMURRII team. Reporting to one of two Student Success Coordinators, the successful Student Success Officers will support the personal growth and academic progress of Aboriginal and Torres Strait Islander students by providing effective support. This is an opportunity to make a significant contribution directly towards the educational journey and experience of First Peoples students at in institution with one of the largest Aboriginal and Torres Strait Islander student cohorts; and to elevate their university experience.

Success in this role requires the ability to build and nurture a culture of excellence, teamwork, compliance and professional work practices as a member of a small dynamic team focussed on proven outcomes and success; collaborative partnerships; and service-centric programs and initiatives.

To perform this role, it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement, under section 25 of the Anti-Discrimination Act 1991, that applicants are Aboriginal and/or Torres Strait Islander people.

These are continuing, full-time positions based at either the Gold Coast (3) or South Bank (1) campuses. Griffith is a multi-campus university and therefore it is understood that this position will work across all campuses as required.

About you

To be successful in this role, you will possess proven expertise in advancing the experience of First Peoples students. Your excellent interpersonal and communication skills will help you build collaborative and positive working relationships with key stakeholders including students, Academics, schools and community. You have evidence of a passion for working with students with a strong desire to build a career within the higher education sector. In addition, you will demonstrate an ability to work independently and as a member of a small team; with excellent communication, negotiation, and relationship management skills. You will also have the ability to contribute to and nurture a culture of excellence, teamwork, compliance and professional work practices, focussing on measurable outcomes and results.

Applicants MUST hold or have the ability to acquire a Blue Card for working with children.

Salary range

HEW Level 6 \$ 78,072 - \$83,275 Salary packaging including 17% employer superannuation contribution: \$91,344. - \$97,432 per annum.

How to apply

Please submit your application online and ensure your application includes the following:

- Statement addressing each of the selection criteria in the position description.
- (For linked positions only: Please address the selection criteria for the level for which you are applying.)
- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:
 - Full name, address, telephone number and email address;
 - Details of education, professional training and qualifications;
 - Employment history, including present position;
 - Name and contact details of three referees.

Note: Application attachments should be saved as .doc, .docx or .pdf only. File names should be no more than 25 characters long and should include letters and numbers only. Applicants for General Staff positions (non-academic) must have unrestricted work rights.

Successful candidates may be subject to a criminal history check.

Obtain the position description by clicking on the **GRIFFITH JOB LINK** button below. You will be redirected to the Griffith University job search page where you will be able to access the position description.

What we offer

Working for one of the most influential universities in Australia and the Asia-Pacific region, you will join a University that spans six campuses in South East Queensland and all disciplines, while our network of more than 200,000 graduates extends around the world.

At Griffith University, we've worked hard to create a culture that will challenge you to be curious, creative and courageous. We also support the professional and personal development of all our employees and invest in the skills of our people.

Griffith University values diversity, inclusion and flexibility and we encourage Aboriginal and Torres Strait Islander, and people of all backgrounds to apply. Griffith's strategic goals are to also increase the proportion of women in senior academic and administrative roles and in Science, Technology, Engineering, Mathematics and Medicine (STEMM).

Further information

For further information about this role, please contact Ms Becki Cook on +61 (07) 5552 8991, or Ms Kathryn Martin (07) 5552 9643.

For application queries, please contact Danielle Perske, HR Officer on (07) 3735 7999.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply. If you wish to discuss First Peoples Employment further please contact the First Peoples Employment Coordinator – Joshua Long on (07) 37355403 or joshua.s.long@griffith.edu.au

Closing date: Friday 18 September 2020 at 5 pm AEST. All applications must be submitted online.

As the team experience high volumes of applications, we appreciate your patience to allow for a timely and fair process for all.

Please note: We do not accept unsolicited CV's from Recruitment agencies / third parties and we will not be liable or responsible for any fees or costs associated with unsolicited CV's sent directly to Line Managers.

**GRIFFITH
JOB LINK**