



Student Recruitment and Engagement Coordinator

Job Ref # 4250

Full-time

- Pivotal role engaging with high schools to support school students with post school study options
- Excellent opportunity for a relationship builder with ability to plan high school support within regions and coordinate large scale activities and events
- Callaghan based, work within dynamic and collaborative team

Job summary:

Seeking someone who understands the higher education sector or similar large, complex organisation.

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.

About the role

Reporting to the Student Recruitment and Engagement Team Leader, you will be responsible for supporting and implementing student recruitment and engagement initiatives and events such as career markets and targeted high school student campus visits to market the University programs and influence student application outcomes.

What will you do?

- Within established high school regions, manage the execution of student recruitment events and activities designed to influence application preferences to meet enrolment targets.
- Undertake benchmarking and develop and present efficiencies and continuous improvement initiatives to the Student Recruitment and Engagement Team Leader.
- Draw insights from available statistics and market intelligence to track the effectiveness of marketing and engagement activities against objectives
- Capture prospective student lead data within customer relationship management systems for all student recruitment activity.
- Manage and build a network of external relationships with school communities and other providers such as TAFE and career network

groups.

- Contribute to the development of a range of marketing activities including collateral, online and social media content and CRM activities as required.

About you

We seek a person who is passionate about the Higher Education Sector and relishes the opportunity to develop and implement solutions to problems. In addition, you will have:

- Outstanding interpersonal skills including the capacity to build relationships with both internal and external stakeholders and collaborate within and across teams;
- Demonstrated ability to provide advice to a diverse group of stakeholders, experience reviewing the outcome of student recruitment activities and presenting findings to management, create engaging presentations and reviewing content for print and electronic publications;
- The ability to participate in a team environment demonstrating clear communication and mutual respect; and
- Highly developed organisational skills and demonstrated ability to prioritise and manage multiple deadlines.

Applications for this position will only be accepted from those with Australian residency or a valid work permit. Due to the nature of this role, the University will require the preferred candidate to undertake and pass a Working with Children Check. If you are the preferred candidate, you will need to provide a new **Working with Children Check** number to allow the University to verify your status. Details on the application process for a Working with Children Check can be found at the following link:

Aboriginal and Torres Strait Islander applicants are encouraged to apply.

What we offer

From a flexible working environment to discounts in private health insurance, salary packaging and gym memberships, we offer access to a wide range of employee benefits. 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 from \$79,495 + 17% super and is commensurate with experience.

Your next steps

Click on the **WEB-LINK** button below to view this position on our website and to apply for this job.

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, 8th March 2020

**WEB
LINK**