



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Student Advancement Officer

- 6-month contract role available
- Play an important role in the achievement of quality outcomes for Indigenous students
- Enjoy a career that makes a difference

Job Summary: Combine your passion for indigenous higher education, enjoyment in working collaboratively and focus on customer service in supporting students in this critical role

Engage with us

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision are our values of:

Excellence | Equity | Engagement | Sustainability

When we look ahead, we are motivated by the opportunities we see. We are driven by the challenges we need to solve and we are stirred by the future we can imagine.

Your journey

Our University, its cities and regions have always been looking ahead. The spirit of looking to the future to imagine and then realise possibilities is at the essence of the University of Newcastle: our motto is 'I look ahead'.

We currently have a 6-month contract role available. 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.

How will you inspire us?

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.

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.

For a full job description including the essential criteria, visit <https://www.newcastle.edu.au/about-uon/jobs-at-uon/job-vacancies>.

Closing date: Wednesday 23rd September 11:59 pm

What's ahead for you?

The remuneration for this position is from \$79,495 FTE + 9.5% superannuation.

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 University of Newcastle is a Top 200 University in the world by QS World University Rankings 2021 and a Top 10 University in Australia.

Let's create this future together. Here's how to join us:

- Click on 'Apply for this job';
- Read about the role, so you understand what is required and what to cover off in your application; including the essential criteria;
- Follow all directions and complete all necessary fields of the application; and
- Address the essential criteria, so you clearly demonstrate how your skills and experience meet each point (maximum of four pages).

Aboriginal and Torres Strait Islander applicants are encouraged to apply.

We are excited to be Looking Ahead with you.

[Click here for more details](#)