

# Position Description

Position details			
<b>Position</b>	Student Engagement and Success Coordinator (SESC)	<b>Location</b>	St George, QLD
<b>Reports to</b>	Centre Manager	<b>Employment type</b>	Full-time contract to June 2025

Purpose of the role
<p>The Student Engagement and Success Coordinator (SESC) will provide a comprehensive range of support programs across the student life cycle. This includes academic, social and wellbeing support for current registered students of CUC Balonne, as well as widening participation activities for school-age students.</p> <p>The SESC will conduct one-on-one and group sessions as well as facilitate events and activities that promote well-being, success and networking.</p> <p>In the widening participation role, the SESC will work with the CUC Balonne team, and with community and university partners, to deliver outreach activities that nurture the aspirations of young people.</p> <p>The SESC provides administrative and operational assistance to the Centre Manager that contributes to, and supports, the strategic direction of CUC Balonne.</p>

Major Accountabilities
<b>Student Support and Engagement</b>
Contribute significantly to the engagement, well-being, and retention of registered students during their transition to study and through their course(s).
Provide one-on-one academic mentoring in referencing, writing, assessment, and study skills.
Provide other assistance as required in liaison with the Centre Manager and First Nations Education Officer.

Be alert to students who may be struggling academically or personally and provide interventions in line with CUC protocols.

Collaborate with university student support services and networks as required.

Oversee Student Ambassador and Alumni programs.

### **Outreach – Regional Partnerships Project Pool Program**

Collaborate with Centre Manager, First Nations Education Officer and university partners to design and deliver outreach and widening participation programs which nurture young people’s aspirations for higher education.

Engage with local schools and community groups to build strong working relationships between the CUC and partner universities to ensure successful and locally relevant widening participation activities.

Drive Continuous Quality Improvement (CQI) through all widening participation activities with the support of the CUC Central Evaluation Team and university partners.

Contribute to the ongoing evaluation of widening participation activities including collecting and analysing local data in collaboration with the CUC and university partners.

Work collaboratively with Widening Participation Officers across the CUC Network to share best practice.

### **Skills and Experience**

Excellent communication skills, including the ability to consult, negotiate, problem solve and liaise effectively with a diverse range of people.

Experience with coordinating activities or events with young people in an educational environment.

Demonstrated ability to work collaboratively in a small team to achieve collective outcomes.

Demonstrated ability to speak publicly, make presentations, and coordinate activities with school students, parents, teachers, community groups and industry.

Strong organisational and administrative skills and demonstrated ability to prioritise workload and meet strict deadlines while working in a high volume, process-driven environment with variable workflow patterns.

Completed an undergraduate degree.

Passionate and enthusiastic about creating opportunities for regional students.

Ability to travel to schools and community groups

Current Drivers Licence

Current Working with Children Blue Card

### **Desirable**

Experience working with universities or TAFE.

Postgraduate Degree (or currently enrolled and working toward this degree).

Previous experience in providing learning support to students.

Previous experience in providing widening participation.

### **Other information**

- Varying hours outside of work time may be required to deliver LSA services to students and attend events. Flexible working hours will be negotiated, as well as time in lieu, for work outside of normal hours.
- From time to time this position may be assigned additional tasks within skill level, competency, and experience, to meet short-term operational needs.
- This position falls under the Higher Education Industry – General Staff – Award 2020, level 7.