



Student Development Officer (7 positions available)

EDUCATION PORTFOLIO
ACADEMIC DIVISION



About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Education Portfolio

At QUT we are transforming learning and teaching practices in line with our Real World Learning 2020 Vision, so that our graduates are highly skilled, enterprising, and well suited to 21st century employment and careers. We are committed to increasing the flexibility of our course offerings to enable our students and graduates to thrive in changing and complex working environments throughout their lives. Our focus is on student success, partnering with students to enhance the end-to-end learner journey, and designing and delivering high quality, flexible educational experiences that enable this.

The Education Portfolio encompasses:

- Learning and Teaching Unit
- Library
- QUT College
- QUT Entrepreneurship
- Student Ombudsman

QUT's distinctive positioning as "the university for the real world" means a commitment to and investment in real-world work integrated learning, authentic assessment, a curriculum design studio approach for innovative curriculum and an increased focus on the optimisation of digital technologies to enhance on campus and online learning.

About the Position

The Student Development Officer provides operational support to the Leadership Development, Mentoring and Networking portfolio and associated industry-related and peer programs initiatives such as the Career Mentor Scheme, Job adverts, on-campus industry presentations, The Big Meet, the Student Leadership Conference, LeaderCon and the Leadership and Development Program, among others.

This position reports to the Strategic Lead, Student Leadership, Connection and Networks for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide operational support for student leadership, peer programs, networking, and mentoring activities
- Process job opportunities on Uni-Hub and promote these job opportunities to targeted discipline specific cohorts in collaboration with Faculties and the university-wide Business Development team as required.
- Facilitate On-Campus Industry Presentations and Engagement events in collaboration with Faculties and a team of student interns.
- Work in partnership with QUT Alumni to identify opportunities for Alumni engagement with relevant student leadership, networking and mentoring events.
- Undertake Career Mentor Scheme tasks including matching, organising functions, workshops and events and managing system requirements
- Develop tracking documents and mapping for easy reference of industry partners, key contacts and maintain an up to date record of company profiles to enable timely communication around student availability
- Monitor online QUT student communication channels (AskQUT, Uni-Hub) and ensure that information on the student websites is up-to-date and relevant.
- Work in collaboration with HiQ and industry groups as needed.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

Type of appointment

This appointment will be offered on a fixed-term, full-time basis for 12 months.

Location

Kelvin Grove and/or Gardens Point campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of a degree or an equivalent combination of relevant experience/education and training.
2. Demonstrated ability to create and maintain records in line with established records management principles.
3. Demonstrated understanding of the career development and student /industry issues within the higher education environment.
4. Highly effective written, verbal and digital communication skills.
5. Demonstrated ability to work in a self-directed capacity and ability to work in partnership with multiple key stakeholders.

As outlined in the Change Management and Implementation Plan, Selection Criterion 1 will not be assessed as part of this selection process.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 5 (HEW5) which has an annual remuneration range of \$79,654 to \$89,842 inclusive of an annual salary range of \$67,883 to \$76,566 and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment

conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Life at QUT](#) page.