



POSITION DESCRIPTION

Faculty International Marketing Officer Faculty Office Faculty of Science and Engineering

Vacancy Reference No:	08035
Major Cost Centre:	Faculty of Science and Engineering
Organisational Unit:	Faculty Office
Classification:	Higher Education Officer Level 5
Salary Range:	\$48 058 to \$ 53 192 pa (full-time)
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration Package:	\$56 228 to \$ 62 235 pa (full-time)
Employment Type:	Continuing, full-time
Supervisor (Title):	Faculty International Marketing Manager
Closing date:	5.00 pm, Monday 18 February 2008

KEY PURPOSE

To provide support to the International Marketing Manager with responsibility for a broad range of administrative tasks and client relationship functions.

ORGANISATIONAL ENVIRONMENT

The Faculty of Science and Engineering comprises three Schools and the Faculty Office. The Faculty Office is the central co-ordinating office for the Faculty's administrative and financial activity, including academic and student/prospective student related administration. Staff in the Faculty Office provide administrative support to Faculty committees and working groups, and work closely with staff in the schools, in order to facilitate the achievement of objectives.

The Faculty Office is a dynamic work environment where staff have a flexible approach to their work, are willing to take on new tasks, learn new skills and change their work practices to increase efficiency. Specific responsibilities may change from time to time to meet the needs of the office and to take into account the career or professional development plans of team members. Some tasks have an annual cycle

of activity where there are peaks and troughs in workload and during peak periods some out of hours work will be required

Further information about the faculty can be found at:

<http://www.scieng.flinders.edu.au>

KEY RESPONSIBILITIES AND OUTCOMES

- Provide administrative support to the International Marketing Manager to achieve the key outcomes of the Faculty International Marketing Team
- Respond to all queries and requests from internal and external clients in a timely manner to ensure the Faculty International Marketing Team is responsive and client focused.
- Build and maintain effective relationships with all clients to ensure the Faculty International Marketing Team gains and upholds a highly respected professional standing.
- Contribute to the development of new strategies designed to attract international students to the Faculty.
- Apply initiative and seek to continually improve the efficiency and effectiveness of the day to day operations of the Faculty International Marketing Team.
- Develop and maintain an accurate client data base allowing for quick retrieval of data, and to ensure that all potential leads are recorded and acted upon in a timely manner.
- Maintain and update the Faculty International Marketing Team's web page to ensure all information is current and relevant.
- Assist with organising, and participating in promotion of the Faculty's courses and facilities to a wide range of audiences, through a variety of promotional activities.
- Organise travel details and appointment schedules for the Faculty International Marketing Manager and other Faculty staff travelling on international marketing business.
- Provide administrative support to the Associate Head of International and the Faculty International Marketing Committee.
- Other responsibilities as required by the International Marketing Manager

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbent will receive general direction from the International Marketing Manager and in the main determines priorities and specific work methods with some scope to vary/choose from established procedures. The incumbent is also expected to operate within the framework of established policies and work systems. Specific outcomes are reviewed.

SUPERVISION PROVIDED TO OTHERS

No employees will have direct responsibility to this position.

WORKING RELATIONSHIPS

The position will be part of the new International Marketing Team in the Faculty Office. The Team comprises the International Marketing Manager and the International Marketing Officer.

The Faculty staff are expected to be highly self motivated and take significant responsibility for their own work eg determining how to proceed with tasks, ensuring that all tasks are progressing towards timely completion, meeting deadlines, etc.

The incumbent is expected to establish and maintain positive and effective working relationships with relevant staff throughout the Faculty and University and relevant external people and organisations.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

ADDITIONAL REQUIREMENTS

The incumbent may be required to work out of hours from time to time.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

1. Highly developed administrative skills, organisational ability, and a commitment to attention to detail, including experience in work planning and prioritising to meet deadlines, often with competing demands.
2. Well developed interpersonal, written and oral communication, client relationship skills, that contribute to effective team processes and build constructive relationships at all levels.
3. Computing skills, including Microsoft Office and internet - experience in using computer-based information systems and contemporary software, and enthusiasm for computer-based approaches to administration.
4. Demonstrated commitment to the implementation and continuous improvement of policies, procedures, structures and systems that deliver quality service in diverse and competitive operating environments.
5. Demonstrated understanding of other cultures with effective cross cultural communication skills.
6. Proven ability to show initiative and work effectively both independently and as a member of a team.

Desirable criteria

1. Experience in the international student recruitment industry including international marketing and promotion.
2. Positive attitude, dynamic personality with a desire to find solutions.
3. A relevant tertiary qualification and/or an equivalent combination of education and experience

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact the Faculty International Marketing Manager Ms Judy Myers by telephone on 8201 7989 or by email on judy.myers@flinders.edu.au

SUBMITTING AN APPLICATION

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact Ms Judy Myers.

All applications must be lodged with Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications is provided in the *Essential Information for Applicants*. Please do **not** forward applications to the nominated contact person.

Name of Authorising Officer: *Professor Warren Lawrance*

Name of Authorising Officer in Human Resources: *Ms Helen Curnow*

Date of last update: *January, 2008*