First Year Science Enrolment Counsellors

Role Statement

A First Year Science Enrolment Counsellor ... 

- is part of a team responsible to the Director of Studies: First Year Science for the provision of high quality counselling services as outlined below to commencing students in the Bachelor of Science (BSc) and the Diploma in Applied Science (DipAppSc)
- is required to maintain an up-to-date and detailed knowledge of all majors, minors and extended majors within the BSc and all specialisations within the Diploma in Applied Science (DipAppSc), and familiarity with other courses within the Faculty and University in which BSc and DipAppSc students may have an interest or for which there are recognised and/or advertised links/transfer arrangements

Counselling Services

- Assist commencing students in making decisions about their preferred area(s) of study by providing information and advice about the various majors, minors and extended majors within the BSc and specialisations within the DipAppSc, including how these may lead to studies in other courses within the Faculty and the University.
- Assist commencing students in the selection of appropriate first year topics based on their stated preferences for further study, while ensuring that any selection is in accordance with the relevant course rules
- Maintain records of advice, decisions and authorisations given to students
Selection Criteria

In order to fulfil the role of a First Year Science Enrolment Counsellor, a person should ...

- be able to work effectively as part of a team
- be able to demonstrate excellent interpersonal skills and the ability to communicate effectively with people of all ages from a diverse range of educational, vocational, cultural and socio-economic backgrounds
- have or be willing to develop and maintain an up-to-date and detailed knowledge of all majors, minors and extended majors within the BSc and all specialisations within the DipAppSc, and familiarity with other courses within the Faculty and University in which BSc and DipAppSc students may have an interest or for which there are recognised and/or advertised links/transfer arrangements