

Position Description – Access Project Officer

Updated 2/04/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Student Recruitment
Supervisor (Title)	Manager, Education Pathways
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, part-time

POSITION SUMMARY
<p>Under general to broad direction, the Access Project Officer will assist in the implementation of Flinders University programs and initiatives aimed at raising the aspirations of school students and adult learners to participate in higher education.</p> <p>The Access Project Officer will build and foster relationships with community and education providers in the delivery of tailored and responsive interventions, to support and engage students through their educational journeys.</p> <p>The Access Project Officer will work with individuals to promote University pathways and access opportunities and in particular will work with those from low socio-economic backgrounds, Aboriginal students, students with disabilities, students from non-English speaking backgrounds and women interested in studying in non-traditional areas.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's 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; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).</i></p> <p><i>A current Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.</i></p>

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KEY POSITION RESPONSIBILITIES

The Access Project Officer is accountable for:

1. Increasing the participation of students from underrepresented and disadvantaged education communities in higher education by collaborating with targeted schools in metropolitan and regional areas.
2. Proactively developing innovative and effective approaches to increase adult learner participation, outreach and transition in collaboration with University, VET, community stakeholders and partners.
3. Actively promoting Flinders University courses, pathways and access to both school students and adult learners across the state.
4. Engaging with internal and external stakeholders to promote and coordinate Education Pathways initiatives.
5. Contributing to the development and implementation of new program activities and initiatives.
6. Reviewing, evaluating and reporting on programs and initiatives and providing recommendations to continuously improve program outcomes.
7. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with relevant experience or equivalent combination of relevant experience and /or education/training in education, community/human services sector.
- Well-developed interpersonal skills with the ability to liaise with schools (staff, students and parents), adult learners and with University staff and students.
- High level organisational skills with demonstrated ability to plan and prioritise work and meet deadlines.
- Well-developed written and oral communication skills.
- Proven ability to work independently and as a member of a team.
- Experience working with young people and/or working with young people experiencing disadvantage, including Aboriginal young people.
- High level computer skills and familiarity with associated software (Word, Excel and PowerPoint), including experience in the use of emerging technologies in the delivery of services.
- Demonstrated knowledge and understanding of Flinders University courses and admission pathways.

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