



Position Title: Roxby Downs Coordinator

Type of Employment: Part-time, flexible hours – approx. 3 days per week

Salary: Based on a full-time equivalent of \$85,000 (pro-rata for part-time), equating to an hourly rate of \$43.02.

Superannuation: Per Superannuation Guarantee

Reports to: Director, Student Services

Employment Base: Roxby Downs, South Australia

Special Conditions: All Uni Hub staff are required to complete a satisfactory childsafe, criminal history & background screening check. A current drivers licence is also required.

Travel as required for bi-monthly Uni Hub Centre Manager Meetings and other relevant Uni Hub events and trainings. Supporting and working with peoples from diverse backgrounds.

Duties: The Roxby Downs Coordinator will be responsible for:

- Engaging with local school, business and community networks as a Uni Hub ambassador and advocate.
- Promoting relevant Uni Hub courses to employers and potential students within the region, including opportunities for school-leavers and career-upgrade qualifications for existing workers.
- Liaison with students and local stakeholders for establishment of a study group and fit-for-purpose Uni Hub outreach study centre in Roxby Downs.
- Providing a local point of contact for potential students across Roxby Downs and surrounding district.
- Working closely with Uni Hub Director and Campus Coordinators to support student enrolment, orientation and ongoing study through Uni Hub partner universities.
- Supporting students in their learning journey, including access to course tutorials, information on scholarships, placements, residential schools and mandatory requirements, orientation of university learning platforms and systems.
- Promoting and support the option of participation in school-based 'SUN' program for high-achieving Year 11-12s as a pathway into locally supported university courses.
- Providing support for students from pathway/bridging courses into locally supported university degrees.

PORT PIRIE - PORT AUGUSTA - KADINA - PORT LINCOLN - ROXBY DOWNS

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- Identifying skilled workforce gaps and tertiary education needs in and around Roxby Downs that could be supported or delivered through the Uni Hub.
- Identifying and attending local industry or community promotional events and networking opportunities on behalf of Uni Hub.
- Raising positive brand awareness and support various Uni Hub marketing and community engagement initiatives, as relevant.
- Regularly engaging with employers and students on qualifications available and locally supported through Uni Hub including opportunities for staff up-skilling, school-leaver cadetships, higher apprenticeships, scholarships, placements etc
- Promotion of local career opportunities and education and training pathways in conjunction with employers, university and industry partners.
- Brokering local professional development and short courses through partner universities and tertiary providers to meet local industry needs.
- Supporting the University of Adelaide's Adelaide Rural Clinical School to:
 - Ensure student accommodation is maintained with HSW standards met and University policies and procedures adhered to at all times.
 - Liaise with property owners/agents as needed and ensure property inspections are completed and any matters are actioned.
 - Organise to replace equipment as needed in accordance with the procedures.
 - Develop and maintain medical student rosters for 5th year students undertaking rural placements across all medical clinics and health services in the region and liaise closely with practice managers, supervisors, medical academics to develop rosters and build rapport to maximise student outcomes and access to services.
 - Ensure students have access to on-line tutorials, virtual classroom, videoconferencing facilities.
 - Ensure that the student experience is positive and resolve any issues raised by the students in relation to the support available to them.
 - Provide an orientation to the township and facilities for all students.
 - Provide accurate and timely information to students to allow them to maximise their experience locally.
 - Maintain regular professional contact with students to ensure they are coping and enjoying their rural placement.
 - Maintain tutorial records and resources and assist academics in tutorial setup and preparation.
 - Organise local social/educational student and University of Adelaide supervisor functions as required.
 - Travel as required for Adelaide Rural Clinical School events, such as mid-year and end-of-year exams, and student events.

Applications and Enquiries

To express your interest in this role, please complete forward a current CV and cover letter highlighting your experience by email to: admin@unihubsg.org by **5.00pm on Wednesday 30th November 2023**.

For further information about Uni Hub, please visit our website: www.unihubsg.org. For queries about this position, please contact Anita Kuss, CEO on email: ceo@unihubsg.org or phone: 0427609404.