



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	College Administration
Department/Unit:	CAP Partnerships & Engagement
Position Title:	Student Mobility Coordinator
Classification:	ANU Officer 6/7 (Administration)
Position No:	-
Responsible to:	Deputy Manager, Student Mobility
Number of positions that report to this role:	0
Delegation(s) Assigned:	-

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The CAP Partnerships & Engagement portfolio includes Partnerships, Marketing & Communications and Student Mobility.

The Student Mobility team coordinate student mobility programs, student engagement/enrichment opportunities and travel grant/scholarship administration for the College, to meet CAP's strategic and operational goals. The Student Mobility Coordinator contributes to the development and delivery of the College's student mobility and travel grant/scholarship programs, to support the CAP student experience and in accordance with relevant ANU policy and procedures.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Student Mobility Coordinator (the Coordinator) reports to the Deputy Manager, Student Mobility. The Coordinator works closely with academic and professional colleagues within the College, and is the first point of contact for Student Mobility enquiries. They are also responsible for administering application processes, travel scholarships, grants and bursaries, and running support programs for students participating in student mobility programs and student engagement/enrichment opportunities.

Role Statement:

Under the broad direction of the Deputy Manager, Student Mobility, the Coordinator will:

- Coordinate operational aspects of student mobility administration and provide high level, and, at times, complex, advice and services on a wide range of student mobility matters, including the development of efficient and effective processes, the production of program reports, and the provision of secretariat support for College-level scholarship or related committees.
- Coordinate and administer in-country programs in partnership with academic staff in the Schools, including support for continuing programs (such as Year in Asia, Exchange, In-Country Language and study tours) and supporting the development of new initiatives.
- Provide high level support and advice and act as the first point of contact to key academic and professional staff for student mobility enquiries.
- Provide ongoing student support and advice through formal information sessions, pre-departure and post-return sessions, and regular consultations and communications.
- Coordinate and maintain print and online information material for student mobility.
- Coordinate travel scholarships, grants and bursaries administration including the development of conditions of award and providing assistance to the Deputy Manager with bids for Government funding programs.

- Initiate, develop and improve student related practices and processes, through continuous process improvement and best practice customer service to improve the student experience.
- Apply University and relevant government policies and guidelines effectively to all activities and in communication and liaison with students and staff.
- Comply with all ANU policies and procedures and in particular those relating to work, health and safety, and equal opportunity.
- Undertake other duties as required, consistent with the classification of the position.

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated experience in student administration in a complex organisation or an equivalent combination of relevant experience and education/ training. Experience in the higher education sector (especially in student mobility) and/or in the Asia-Pacific region will be highly regarded.
2. Demonstrated experience with administrative practices in a complex organisation and the ability to interpret and apply policies, procedures and legislative requirements.
3. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make evidence-based recommendations.
4. Proven organisational skills and ability to prioritise own workload and to work effectively, both independently and as part of a team, meeting demanding and competing deadlines while delivering high quality outcomes.
5. Demonstrated high-level communication skills with an ability to negotiate and liaise effectively with stakeholders in a culturally diverse environment.
6. Highly developed computer skills, including proficiency using a large enterprise system and MsOffice suite.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:

Date:

Printed Name:

Uni ID:

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	College Administration
Position Title	Student Mobility Coordinator	Classification	ANU Officer Grade 6/7
Position No.	31358	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	X	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
Organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐
OTHER POTENTIAL HAZARDS (please specify):					