

Position Title	Residential Life & Communications Officer
Group/Portfolio	Campus Life
Classification	HEW 5
Position Number	00057003
Reports To	Residential Life & Communications Coordinator
Employment Type	Continuing

1.0 Position Purpose

The Residential Life & Communications Officer assists the Residential Life Coordinator to implement the Residential Life Program. The role is responsible for fostering academic and personal development, monitor student welfare, pastoral care and improve college members' overall well-being while on college. The incumbent will be required to be flexible with working hours and is expected to work outside normal office hours.

2.0 Eligibility Requirements

- Completion of a degree with subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training.
- Be eligible for, or hold a blue card

3.0 Key Responsibilities

- Provide support and guidance as required to all student leaders and residents in relation to college matters and incidents on college under the direction of the Residential Life Coordinator and Accommodation Manager
- Manage the academic component of the Residential Life Program including monitoring student grades and implementing intervention strategies when needed
- Oversee the Griffith Accommodation social media, newsletters, marketing material and promotional events including but not limited to Open Day & Welcome Weekend
- Provide support and assist in the design and delivery of the Residential Life Program and College events, including event analysis
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self** section of our [Capability Development Framework](#).