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| Position Title | Schools Engagement Officer |
| Group/Portfolio | Marketing and Communications |
| Classification | HEW 6 |
| Position Number | 00054199 |
| Reports To | Head of Schools Engagement & Partnerships |
| Employment Type | Continuing |

1.0 Position Purpose

The Schools Engagement Officer supports the Future Students Manager (North) in the development and delivery of outreach activities with key partner schools. This strategy provides a suite of in-school and on-campus activities designed to raise awareness of Griffith as a tertiary destination, promote pathways to tertiary study and to enhance the reputation of Griffith with students in targeted schools and TAFE cohorts. This role may involve facilitating on-campus visits and residential camps; school-based workshops and seminars; career development activities; and other curriculum-enriching and pathway activities with a focus on senior secondary (Years 7 -12).

The Schools Engagement Officer will collaborate with the wider future Students team and equity teams to build productive partnerships and relationships with key internal and external stakeholders. Specific target cohorts may include Pasifika students, indigenous students, students with a disability and refugees and any other cohort identified as a HEPPP priority.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications in social sciences, humanities or education and subsequent relevant experience.

3.0 Key Responsibilities

- Develop transition and support activities for students in key feeder schools and education institutions and contribute to identifying and linking eligible students into appropriate programs. Specific target cohorts may include Pasifika students, indigenous students, students with a disability and refugees and any other cohort identified as a HEPPP priority.
- Promote awareness of University outreach programs both within the University and externally and develop and enhance relationships with key internal and external stakeholders, educational institutions and the community.
- Deliver outreach activities for the SEO programs, and organise recruitment, selection, training and supervision of tertiary student mentors from diverse backgrounds to support outreach activities. This may include delivering University equity programs targeting low

SES/disadvantaged students and any other cohort identified as a HEPPP priority.

- Undertake an ongoing process of review of student engagement activities to ensure their relevance to the aims of Griffith University's schools engagement strategy, maintain appropriate statistical information and provide program reports.
- 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](#).