

Position Title	Student Success Advisor
Group/Portfolio	DVC, Indigenous / GUMURRII Student Support Unit
Classification	HEW Level 6
Position Number	00050270
Reports To	Coordinator, Student Success
Employment Type	Continuing and Fixed Term

1.0 Position Purpose

On a day-to-day basis, the Student Success Advisors are responsible for frontline outreach, engagement and support of First Peoples students. Working in direct partnerships, consultation and collaboration with a wide range of internal and external staff and stakeholders GUMURRII's Student Success Officers play a pivotal role in achieving the highest levels of student retention, progression and success.

This is achieved through the provision of a range of effective cultural, academic and pastoral support services to First Peoples students to enable success in their higher education by:

- Working collaboratively across the University to support student retention, progression and success and supplementing the University experience of First Peoples students.
- Building and maintaining strong internal and external partnerships to support First Peoples student experiences and educational journeys including working in direct consultation and collaboration with Student Recruitment, Equity Services and Student Success to attract and promote Griffith University programs and services to First Peoples students and communities; and
- Implementing strategically driven and evidenced-based approaches to First Peoples student retention, progression, and success,

2.0 Eligibility Requirements

- The occupant of this position will hold a degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- To perform this role, it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the Anti-Discrimination Act 1991 that applicants are persons:
 - of Aboriginal and/or Torres Strait Islander descent; and
 - who identify as Aboriginal and/or Torres Strait Islander; and
 - who are accepted by their community as being Aboriginal and/or Torres Strait

Islander.

3.0 Key Responsibilities

- Work collaboratively with First Peoples students to provide support and advice in the higher education context and identify appropriate services when required.
- Undertake frontline outreach, engagement and support with all First Peoples students at all levels of study to assess and identify individual learning needs, proactively engage in and promote GUMURRII services, and facilitate access to University wide services and support including scholarships and academic enrichment activities.
- As a member of a team and on occasion independently, conceptualise, develop and implement student-centric programs, initiatives and workshops that achieve continuous growth and improvements in attraction retention, progression and success for First Peoples students.
- Provide high quality input, guidance and advice to the Student Success Coordinators, Senior Manager and senior staff to achieve on strategically driven and evidence-based solutions to First Peoples student needs, challenges and opportunities.
- Develop, maintain, and apply relevant knowledge and expertise on policies, procedures, and practices to ensure the provision of timely, accurate and high-quality services and support.
- Engage with and assume responsibilities, commensurate with the Student Success Officers role and level, which contribute to the overall objectives of the GUMURRII Student Success unit and university-wide goals, aspirations, and targets.
- Promote 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](#).