

Position Title	Student Engagement Officer
Group/Portfolio	Student Life/ Student Engagement and Success
Classification	HEW 5
Position Number	00064176
Reports To	Welfare Coordinator
Employment Type	Fixed Term

1.0 Position Purpose

Under the direction of the Welfare Coordinator, the Student Engagement Officer - Accommodation/Cost of Living provides operational support and student engagement activities to assist students experiencing accommodation and cost of living challenges. The role contributes to the delivery of support programs, develops and maintains information resources, coordinates student communications and events, and works collaboratively with internal and external stakeholders to ensure students can navigate accommodation and cost of living challenges.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications or an equivalent combination of relevant experience, and/or education and training.

3.0 Key Responsibilities

- Provide information, assistance and referral support to students experiencing accommodation and cost-of-living challenges, escalating complex matters to the Welfare Coordinator or appropriate support services as required.
- Contribute to the development and maintenance of digital and physical resources, including website content, ensuring information is accurate and accessible.
- Develop communication and deliver activities and events to inform and engage students on accommodation, cost of living and available support services.
- Work collaboratively with key internal stakeholders including Griffith International, GUMURRII, Student Associations, Student Representative Council and Student Guild.
- Liaise with external stakeholders and service providers to support student

referrals and student engagement activities.

- Participate in recruitment and orientation activities for students.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- 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](#).