

Position Title	Global Mobility Adviser
Group/Portfolio	Griffith International
Classification	HEW 5
Position Number	00044334
Reports To	Coordinator, Global Mobility
Employment Type	Continuing

1.0 Position Purpose

The Global Mobility Adviser is required to provide professional guidance to academic staff and students on all Griffith Global Mobility program offerings, with a principal focus on outbound student mobility. It also provides administrative support to the Coordinator, Global Mobility and Manager, International Partnerships.

2.0 Eligibility Requirements

- The occupant of this position will hold a Bachelor's degree or an Associate Diploma plus relevant work experience.

3.0 Key Responsibilities

- Assist and advise students interested in participating in outbound student mobility programs through various communication channels including email, social media, and face to face consultations, to grow participation in mobility.
- Provide administrative assistance in managing applications for outbound student mobility programs, and with application processing for the inbound exchange and study abroad and program.
- Represent Griffith and Griffith Global Mobility in a variety of activities, including Orientation, the Griffith Global Mobility Expo, information sessions, Open Day, visits by current and prospective partner institutions, agents and government delegations and networking functions.
- Create and maintain content regarding outbound student mobility on the Griffith Global Mobility website and assist with the development of promotional materials including presentations, brochures, flyers and posters.
- Maintain accurate records and statistics on outbound student mobility at Griffith and provide reports as required.
- Maintain up to date knowledge regarding regulatory standards, including those relating to student visas and the ESOS Act, knowledge of University policy and procedures, and broad awareness of industry trends in

international education, with specific reference to student mobility.

- Maintain 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](#).