POSITION DESCRIPTION

Job title: UQ Abroad Volunteer
Organisation Unit: UQ Abroad, UQ Student Employability Centre
Type of Employment: Voluntary

BACKGROUND
Organisational Environment:
UQ Abroad facilitates Global Experiences (semester-based Exchange and also Short-Term Programs) for UQ students and sits within the UQ Student Employability Centre, which is one of the key drivers in enhancing the UQ student experience and enhancing student employability. More information can be accessed at: http://www.employability.uq.edu.au

Benefits of being a volunteer:
Volunteering at key UQ Abroad events throughout the year offers you the opportunity to help fellow students, create a vibrant campus atmosphere, enhance your skills, gain experience, and have lots of fun too!

DUTY STATEMENT
Duties and responsibilities include, but are not limited to:

- Facilitate positive interactions at UQ Abroad events including the Campus Tours for incoming international exchange and study abroad students to UQ.
- Be a friendly, helpful and accessible point of contact for students attending the events.
- Be respectful of students’ privacy and maintain confidentiality.
- Complete any administration relevant to the program in a timely manner.
- Contribute to the development and enhancement of the program by providing constructive feedback.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct.
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.
- Communications and Social Media Policies.
- Equity and Diversity Policy as it applies to all UQ staff, students and community. The University also has obligations under a number of legislative instruments
- the University’s Privacy Management Policy

SELECTION CRITERIA
Knowledge and Skills

- Empathy and understanding of the issues surrounding the experience of studying abroad.
- Excellent verbal communication skills, ability to start conversations, assist with general student enquiries.
- High level interpersonal skills.
- Ability to share knowledge, skills and experiences while recognising and encouraging excellence in others.

Personal Qualities

- Ability to work with students from diverse social/cultural backgrounds in a supportive and constructive way.
- Ability to work effectively as part of a team and to work autonomously with limited supervision to deadlines.

Questions about the position should be directed to:
Email: uqabroad@uq.edu.au  Phone: 3365 2836

The University of Queensland is an equal opportunity employer.
Smoking is prohibited in all University buildings.