

IWC ROLE STATEMENT

ROLE TITLE: Education Training and Recruitment Assistant

REPORTS TO: IWC Senior Lecturer

DATE PREPARED: October 2009

PREPARED BY: AM

This Statement represents an accurate description of the role.

Position Incumbent: _____ **Dated:**/...../.....

Manager: Peter Oliver **Dated:**/...../.....

PRIMARY ROLE PURPOSE: The purpose of this role is to:

- Support the Education and Training team in the administrative aspects of the Master of Integrated Water Management (MIWM) Program and other IWC education and training projects.
- Support the Marketing Manager and Education and Training team in the recruitment of MIWM students.

CUSTOMERS

Customers:

- IWC Senior Lecturer
- Education Design Specialist
- IWC Lecturer
- IWC Education and Training Officer
- IWC Marketing Manager
- IWC Students

KEY ACCOUNTABILITIES

- Provide support to the Senior Lecturer, Lecturer, Education Design Specialist and Education and Training Officer of the IWC Master of Integrated Water Management, specifically to:
 - Assist with the logistics of the MIWM program including arranging guest speakers, field trips, travel and catering.
 - Assist in the organisation of MIWM material for students
 - Organise and maintain electronic databases and the MIWM filing system.
 - Order stationery and equipment for the Education and Training Team.
 - Maintain and upkeep MIWM library located at The University of Queensland

- Provide support to the Marketing Manager and the Education and Training Officer, specifically to:
 - Assist in designing and executing a strategic recruitment plan for domestic and international MIWM students.
 - Organise and distribute mailers for recruitment.
 - Assist in website upkeep for the MIWM program.
 - Conduct market research for the MIWM program.
 - Assist with monthly marketing reports.
 - Coordinate and organise events for the MIWM program.
 - Assist with promotion of the Water Leader scholarship.
 - Assist with General advertising and Media liaison.

- Undertake all work and ensure personal conduct is in accordance with relevant policy and legislation, including the Confidentiality Policy, Occupational Health & Safety Policy, EEO and Sexual Harassment Policy, Fraud Policy, Environmental Policy, and awards and agreements.

KEY SELECTION CRITERIA

ESSENTIAL:

- Excellent organisational and administrative skills and ability to manage and prioritise multiple tasks, work in a high pressure environment and maintain confidentiality of sensitive information.
- Well developed written communication skills to ensure preparation of quality documentation including reports, presentations and communications using a range of software packages, specifically MS Office.

KEY SELECTION CRITERIA

- Well developed verbal communication and interpersonal skills, including demonstrated ability to communicate and liaise with a range of stakeholders.
- Experience in recruiting and marketing.

DESIRABLE:

- Knowledge of Adobe Suite and Macintosh computers.
- Working knowledge of the water sector, whole-of-water cycle approaches, and related environmental issues.