



Position Title: Eyre Peninsula Community Engagement Coordinator

Type of Employment: Part-time

Salary: Hourly rate of \$37.45.

Superannuation: Per Superannuation Guarantee

Reports to: Port Lincoln Centre Manager

Location: Port Lincoln

Special Conditions: All Uni Hub staff are required to complete a Working With Children Check and National Police Check. A current drivers licence is also required.

Travel as required throughout Eyre Peninsula for school engagement & industry engagement. Travel outside of Eyre Peninsula may be required on special occasions for Uni Hub events and trainings, with occasional out of hours work required.

Summary of Duties:

1. School Engagement

- Prepare and deliver school student engagement activities for local schools and students.
- Develop a trusted and positive rapport with school staff and students across catchment schools.
- Support the coordination and delivery of Uni Hub open days, career expo and industry immersion events, school visits and orientation sessions.
- Promote and support delivery of school-based University and foundation study programs.
- Regularly review and evaluate the effectiveness of school and industry outreach events and activities.

2. Industry Engagement

- Engage with local industry, employers, and major projects across the region to identify areas of unmet skilled and professional workforce shortages, and tertiary education needs that could be supported or delivered through the Uni Hub.
- Facilitate connections between employers and students to establish employment pathways, placement opportunities, and scholarship and cadetship opportunities for students.
- Participate in networking events, Uni Hub open days, school visits and wider community and industry engagement initiatives as relevant.
- Establish partnerships with local employers to participate in school engagement activities and career immersion events.

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3. Community Engagement

- Build positive relationships with the local Council, Chamber of Commerce, regional development and employment organisations, the local media and other key local and peak bodies.
- Raise positive brand awareness and support various Uni Hub marketing and community engagement initiatives
- Represent Uni Hub as part of community outreach activities across the Eyre Peninsula

Attributes and Qualifications: This role requires a broad range of competencies including:

- Excellent interpersonal communication and ability to contribute positively and effectively within a small team environment.
- An encouraging and compassionate attitude that supports the wellbeing and positive learning experience for students.
- Critical thinking, analytical and problem-solving skills.
- High level of autonomy, initiative and adaptability within a changing environment and to manage a multi-faceted workload.
- Strong competency in the use of office and information-related technology, including Microsoft Office and familiarity with online meeting options.
- Qualifications, knowledge and experience within the training, education or business sector.
- Strong local networks across Port Lincoln & Eyre Peninsula

Applications and Enquiries

To express your interest in this role, please complete forward a current CV and cover letter highlighting your experience by email to: admin@unihubsg.org by **5.00pm on Wednesday 9th July 2025**.

For further information about Uni Hub, please visit our website: www.unihubsg.org. For queries about this position, please contact Rhys Millington, Operations manager on email: rhys.millington@unihubsg.org or phone: 0475 175 319.