



Position Title: Roxby Downs & Far North Coordinator

Type of Employment: Part-time

Salary: Hourly rate of \$44.31.

Superannuation: Per Superannuation Guarantee

Reports to: Operations Manager

Location: Roxby Downs or Port Augusta

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 to Roxby Downs for student support, school engagement & industry engagement. Travel outside of Far North may be required for quarterly Uni Hub Centre Manager Meetings and other relevant Uni Hub events and trainings, with occasional out of hours work required. Requirement of role is supporting and working with people from diverse backgrounds.

Duties: The Roxby Downs & Far North Coordinator will be responsible for:

- Engaging with local school, business and community networks as a Uni Hub ambassador and advocate.
- Promoting relevant Uni Hub courses to employers and potential students within the region, including opportunities for school-leavers and career-upgrade qualifications for existing workers.
- Providing a local point of contact for potential students in Roxby Downs and across the Far North.
- Supporting student applications, enrolment, orientation, and accessing ongoing study support through Uni Hub partner universities and tutors.
- Delivering school engagement programs and activities with local schools.
- Providing support for students from pathway/bridging courses into locally supported university degrees.
- Identifying skilled workforce gaps and tertiary education needs in the Far North that could be supported or delivered through the Uni Hub.
- Identifying and attending local industry or community promotional events and networking opportunities on behalf of Uni Hub.

PORT PIRIE - PORT AUGUSTA - KADINA - PORT LINCOLN - ROXBY DOWNS

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w. unihubsg.org

- Raising positive brand awareness and support various Uni Hub marketing and community engagement initiatives, as relevant.
- Regularly engaging with employers and students on qualifications available and locally supported through Uni Hub including opportunities for staff up-skilling, school-leaver cadetships, higher apprenticeships, scholarships, placements etc
- Promotion of local career opportunities and education and training pathways in conjunction with employers, university and industry partners.
- Brokering local professional development and short courses through partner universities and tertiary providers to meet local industry needs.
- Supporting the University of Adelaide's Adelaide Rural Clinical School to:
 - Ensure student accommodation is maintained with HSW standards met and University policies and procedures adhered to at all times.
 - Liaise with property owners/agents as needed and ensure property inspections are completed and any matters are actioned.
 - Organise to replace equipment as needed in accordance with the procedures.
 - Develop and maintain medical student rosters for 5th year students undertaking rural placements across all medical clinics and health services in the region and liaise closely with practice managers, supervisors, medical academics to develop rosters and build rapport to maximise student outcomes and access to services.
 - Ensure students have access to on-line tutorials, virtual classroom, videoconferencing facilities.
 - Ensure that the student experience is positive and resolve any issues raised by the students in relation to the support available to them.
 - Provide an orientation to the township and facilities for all students.
 - Provide accurate and timely information to students to allow them to maximise their experience locally.
 - Maintain regular professional contact with students to ensure they are coping and enjoying their rural placement.
 - Maintain tutorial records and resources and assist academics in tutorial setup and preparation.
 - Organise local social/educational student and University of Adelaide supervisor functions as required.
 - Travel as required for Adelaide Rural Clinical School events, such as mid-year and end-of-year exams, and student events.

Attributes and qualifications: This role will require a broad range of competencies including:

- Knowledge and experience within the training and education sector.
- Excellent interpersonal communication and ability to develop trust and a positive rapport with a wide variety of stakeholders including colleagues, students from a range of socio-economic backgrounds, parents and community members, school leaders, partner universities and local employers.
- Contribute positively and effectively within a small team environment.
- High level of autonomy, initiative and problem-solving skills.
- Strong competency in the use of office and information-related technology, including Microsoft Office and familiarity with online and web-based meeting options.
- Tertiary qualifications in education, training or business management, or related field.
- A current driver's licence is essential.

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.