

University Services

Transition and Retention Manager

Academic Registrar

Position No. 1034

General Information

The Academic Registrar's portfolio is part of the University Services Division and is responsible for providing a range of student and academic services to the University community.

The position is available on a full-time, continuing basis.

Position Description

Role Statement

Develop, oversee and manage the delivery of a comprehensive university-wide student transition and first-year experience program.

Role Description

Supervision/Management/Leadership

Be responsible to the Deputy Academic Registrar, Student Support Services as part of the Student Support Services Management Team, within the Academic Registrar's Portfolio.

Task Level and Typical Activities

Research the specific needs of all student cohorts at The University of Newcastle and identify the variables affecting transition of these cohorts, including equity target groups and international students.

Develop and implement programs that aim to improve the overall student experience particularly in relation to transition, engagement and persistence of students.

Support the development of peer mentoring programs in a range of settings and in collaboration with Faculties, Schools and Units.

Coordinate and manage the delivery of orientation and other university-wide transition programs and activities.

Work with all Divisions and Faculties to increase the successful participation of students in Orientation and transition activities.

Report the effectiveness of transition programs to stakeholders within the University.

Develop a liaison, advisory and consultant role across the University with respect to transition and student experience programs.

Provide strategic advice on student experience matters and related policy issues to senior members of academic and administrative staff.

Identify opportunities to liaise with stakeholders in other institutions and in the wider community to work on collaborative projects and research to further improve the 'student experience'.

Organisational Knowledge

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance and Occupational Health and Safety in the performance of the responsibilities of the position.

Perform tasks/assignments that require proficiency in the work area's rules, regulations, processes and techniques and how they interact with other related functions.

Be able to make policy recommendations to others and to implement programs involving change that may impact on other areas of the institution's operations.

Judgement, Independence and Problem Solving

Be responsible for program development and implementation. Provide strategic support and advice to faculties requiring integration or a range of University policies and external requirements, and an ability to achieve objectives within complex organisation structures.

Selection Criteria

- Relevant postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Experience in initiating, developing and coordinating projects.
- Demonstrated experience in leading project teams.
- Strong research background in a relevant field.
- Excellent written and communication skills, as well as experience in writing and submitting research and grant proposals.
- Excellent analytical and conceptual skills
- Commitment to the provision of 'best practice' in relation to the student experience.
- Demonstrated ability to strengthen and integrate Equity and Diversity, OHS and Managing for Performance and capacity to implement relevant plans and policies.

Conditions and Benefits

HEW Level 8: \$67,755 to \$79,047 per annum. Salary level within this range will be dependent on the qualifications and experience of the successful applicant.

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Cathy Stone, Deputy Academic Registrar, Student Support Services on 4348 4033 or email Cathy.Stone@newcastle.edu.au

Related Links

- [Academic Registrar](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 21st September 2008

Note: Your application **must** include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the Subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

DO NOT use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).