

# Student Life & Alumni Relations Officer



## Position Description

**Reports To:** Director of Operations  
**HEW Level:** 5.1  
**Equivalent Full Time (EFT):** 1.0

### Working Environment

Campion College Australia is an independent higher education provider. The College opened in 2006 and offers a Bachelor of Arts in the Liberal Arts as its flagship course. The philosophy of the College is that students require a broad based liberal arts education to learn necessary skills in analysis, critical thought and reasoning before they should undertake professionally focused studies at the postgraduate level. Small cohort sizes, a good staff to student ratio and interactive small-group tutorials are all part of the teaching and learning style that sets Campion apart from other tertiary education providers. Campion College is a Catholic institution, however Catholicism is not a pre-requisite for staff and students.

### About The Role

This position is part of the Student Life Office, which includes the Campus Manager, Senior Residential Tutor, Chaplain, and students in leadership roles. The successful candidate will be responsible for:

- overseeing the general welfare of students for the entire duration of their undergraduate career at Campion College, and
- assisting students in their transition into life after Campion, as alumni, and their continued connection to Campion.

Although these are two different areas of responsibility, they are linked by the College's mission to provide a foundational education informing the formation of the whole person, not just during their time as students, but as productive members of society appreciative of their *alma mater*. Although it is difficult to give an exact split the roles are approximately .75 Student life and .25 Alumni relations.

The successful candidate will mainly be working during regular business days and hours (Monday-Friday, 9am-5pm), but will occasionally be required to work out of hours, including weekends.

### Main Duties/Responsibilities

Relating to Student Life:

- Oversee the arrival and integration of first year students (residential and day students), including the planning of Orientation Week with student leaders.
- Remain available for students seeking advice and support as they adjust to College life.
- Collaborate with the College Counsellor on a strategy for student mental wellbeing.
- Collaborate with the Director of Operations and the Campus Manager to:
  - conduct leadership workshops for Residential Assistants and the Campion College Student Association, and form and assist them in their roles;
  - work closely with student leaders to ensure an effective student life/residential program for students;
  - offer pastoral care when necessary;
  - promote and organise student committees;
  - conducting inspections of student accommodation areas when necessary.
- Promote formative events, volunteering and work experience opportunities to students, and collaborate with the Study Skills Advisor regarding career events.
- Put together regular student life newsletters and update the Student Life Guide in collaboration with Marketing.
- Develop a specific program of integration for day students.
- Oversee the Community Engagement and Leadership Award.
- Assist in College promotional activities when required, including Summer and Winter Programs.

- Assist the Chaplain, if necessary in some of the pastoral/devotional activities of students.
- Respond appropriately, within the College's policy framework, to emergencies on campus, including cases of sexual assault and sexual harassment.
- Handle student disciplinary issues, if and when they arise, in accordance with College policy.

#### Relating to Alumni:

- Maintain the alumni database.
- Communicate with alumni about College events and opportunities (newsletter and social media groups).
- Oversee the Campion CONNECTIONS alumni mentoring program.
- Collaborate with the Director of Development on fundraising opportunities through the alumni network.
- Organise/facilitate events, in collaboration with alumni, such as alumni reunions.
- When these events are interstate/rural, the candidate would need to facilitate rather than attend.
- Organise seminars on career opportunities and life after Campion, for current students, such as career nights with alumni.
- Manage and grow the internship program.

#### Knowledge and Skills

- Ability to offer pastoral care to students.
- Organisational skills including planning and attention to detail.
- Excellent written and verbal communication skills
- Commitment to excellent customer service, and a professional manner.
- High level of initiative and problem-solving skills.
- Ability to work both autonomously and as part of a team.
- Strong attention to detail, time management and organisational skills.
- Understanding of and appreciation for Campion College's ethos and mission.
- Proficiency in Microsoft Office Suite
- Current Working With Children Check

#### Performance Goals

- Complete tasks on time and at a high standard.
- Treat students and other staff politely and professionally at all times.
- Respond to requests from other staff promptly.
- Ensure work spaces are clean and presentable at all times.
- Demonstrate diligence and care with College financial and physical resources.