

POSITION DESCRIPTION



Position	Kulbardi Student Success Advisor
Level/Classification	H0606
Reports to	Manager – Kulbardi Centre
Unit	Kulbardi Aboriginal Centre
Directorate	Pathways, Aboriginal Education and Student Success
Positions Supervised	nil

Position Purpose

The Student Success Advisor will be primarily concerned with improving retention and success rates for Aboriginal and Torres Strait Islander students at Murdoch University. This position will case manage a distinct cohort of Indigenous students identified through readiness at Murdoch University and to achieve this will work closely with the Centre Academic and Operation staff, Student Success teams across the University and wider University Support Services to provide a whole of University approach to student success.

About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavor, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

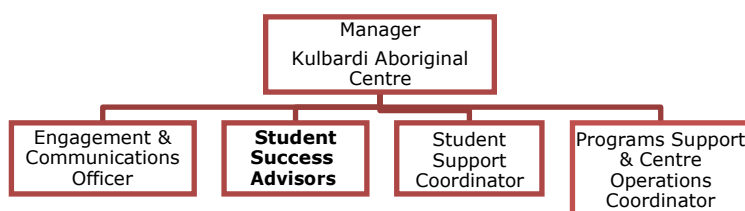
Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

About the Work Area

The Kulbardi Aboriginal Centre is responsible for the support of Murdoch University's Indigenous students. The Centre provides access programs for Aboriginal and Torres Strait Islander people to undertake university studies. It is also responsible for the implementation of recruitment and retention strategies that seek to improve educational outcomes for Indigenous people and their communities.

Reporting Relationships



Key Responsibilities / Duties

1. Case Management

- In collaboration with relevant Kulbardi Centre /Murdoch staff, develop student success plans for commencing and identified Indigenous undergraduate students to enable students to progress through their course of study and develop into independent learners.
- Monitor and provide feedback to the student success working group on individual students' academic progress through ongoing communication with case-managed students.
- Use established tools like "Right Now" to log key interactions. Using established tools that evaluate student needs ; access academic, financial, wellbeing and external support needs for case managed students .

2. Student Support

- Collaborate with Student Success teams across the University, Kulbardi Centre Operations Coordinator and other support services staff to effectively facilitate student success.
- Organise Student Orientation programs, Ngoolark enrolments and workshops and other activities as required.
- Identify and target students to take up employment and professional development opportunities that align with their career aspirations. Liaise with Murdoch University's Careers Centre to enhance student employability.
- Promote career development opportunities to all enrolled Aboriginal and Torres Strait Islander students at Murdoch University to take up these opportunities tha align with their career aspirations.

3. Outreach

- Conduct student check-ins with those studying across a range of disciplines offered at Murdoch University to identify issues that may impact on their academic progress and refer these students on to appropriate support services internal and external to the University.

Selection Criteria

Essential

1. Completion of an undergraduate degree level qualification, and / or equivalent and relevant experience/training.
2. Demonstrated high level of computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate.
3. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
4. Highly effective communication, including presentations, and interpersonal skills, with the ability to prepare materials fit for publication to current students and stakeholders.
5. Organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
6. Proven ability to prepare materials which are clear, coherent and fit for publication to a wide audience.

Desirable

1. Previous experience in a University environment.

Work Requirements

1. The position is an identified Aboriginal and Torres Strait Islander position. Pursuant to a Section 50 (d) of the Equal Opportunity Act 1984, only applications from suitably qualified Aboriginal and Torres Strait Islander candidates will be considered.
2. Possess a valid Working with children check or the ability to register for one.
3. Be able to provide evidence of appropriate vaccination or immunity in accordance with the University's Immunisation Policy.

Guiding Principles and Values / Code of Ethics and Code of Conduct

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.