

POSITION DESCRIPTION

Participation Assistant – HEW 3
Student Life & Wellbeing Centre

Position Purpose

Participation Assistants provide one-on-one support to students requiring assistance with study, time management and organisational skills, assistive technology, note-taking, reading and other related tasks. Under the direction of a Disability Adviser and in consultation with individual students, Participation Assistants work collaboratively to enable registered students with the Inclusion and Accessibility Service to meet their academic and personal goals.

As an employee of CQUniversity you will be expected to reflect and promote the organisation by:

- Embodying the University's values of engagement, leadership, a can-do approach, inclusiveness and openness.
- Demonstrating commitment to developing strong relationships and partnerships with others to reach mutually beneficial outcomes.
- Being fair, respectful and engaging with all stakeholders without discrimination.
- Focusing on goals and outcomes and advocating continuous improvement.
- Promoting openness and consistency in processes and decision-making.

Typical Activities and Responsibilities

- Assist registered students in developing a study timetable, planning assessment tasks, reviewing unit materials and enhancing other relevant study skills to meet unit and course requirements.
- Support students in developing positive study habits and identify solutions to issues that may arise.
- Provide appropriate referrals to students when required including the Academic Learning Service, Counselling and Careers services.
- Establish and maintain effective channels of communication and positive relationships with students and Inclusion and Accessibility staff.
- Complete session records regularly and provide feedback to Disability Advisers as requested.
- Promote the use of assistive technologies within the tertiary environment and support students in learning and applying new technologies to their own learning.
- Participate in professional development to build skills and knowledge of inclusive practices.
- Fulfil the obligations of the position in respect to organisational-wide responsibilities including workplace bullying and harassment, code of conduct, workplace health and safety, multi-skilling, job rotation and record management (refer to People and Culture website for Organisational Responsibilities).

Personal Qualities

- Displays integrity, openness and sound judgement and is committed to ethical behaviour.
- Displays a commitment to quality customer service and models high standards of service delivery to clients and stakeholders.
- Possesses confidence in challenging the status quo and embraces change efforts.
- Values diversity of people from different backgrounds and treats others fairly and equitably.
- Values professionalism and displays a strong commitment to confidentiality.
- Self-driven and motivated and uses initiative to achieve positive outcomes.
- Self-aware of own actions and consequences and adjusts to situations accordingly.
- Possess a positive attitude and is committed to team work in order to maintain a supportive and collaborative work environment.

Key Skills and Experience (Selection Criteria)

In addition to the ability to embody and promote the University values as list above, the successful incumbent will demonstrate:

- An appreciation of the issues in relation to access for students living with Disability and awareness of the Disability policy at CQUniversity.
- Reliability, punctuality and the ability to work with minimum supervision.
- Sound academic achievement and proficiency with information technology within a higher education setting.
- Ability to develop and maintain positive relationships with team members and students.
- Excellent oral, written, online and interpersonal communication.

Other relevant requirements

- Blue Card to be provided by CQUniversity.

Position Information

Position Number/s	TBA
Position Status	Casual
Budget Accountabilities	Nil
Position Supervisor	Disability Adviser
Number of Positions Supervised	Directly: Nil Indirectly: Nil

Application Procedure

To apply, please address the attached Key Skills and Experience (Selection Criteria) and send it, along with a recent resume, to pa-recruitment@cqu.edu.au by COB Friday, 10 January 2020. Applicants that do not address the selection criteria or include a recent resume will not be shortlisted. Applicants should ensure they meet the minimum criteria prior to applying.

Minimum criteria:

- Available to attend a face to face or phone interview between Monday, 20 January and Wednesday, 22 January 2020.
- Available to attend Participation Assistant training at the nearest campus or online on Monday, 2 March 2020 and Tuesday, 17 March 2020.
- Have or be eligible for a Blue Card.
- Available to work for a minimum of 12 months.
- Completed 6 or more units of study at CQUniversity with a GPA of 5.0.

Note: this is a casual contract position HEW level 3

Successful applicants will be contacted via phone to arrange an interview by COB Friday, 17 January 2020.