

Role Description

International Student Coordinator

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

17779

Content

Manager No.

17/624565

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

AO3 Qld Public Service Officers and Other Employees Award - State 2015

36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the International Student Coordinator you will:

- Manage and coordinate high quality and responsive service delivery and welfare support to international students.
- Contribute to the provision of a successful experience for international students at the school and the enhancement of Queensland's reputation as a provider of quality education programs.

The International Student Coordinator reports to either the Principal, Deputy Principal, Head of Department or Line Manager and will work collaboratively with teaching and administrative staff, as well as nominated officers within DE International.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Ensure that international students are enrolled and are provided with textbooks, individual timetable and support materials.
- Ensure details of international students are effectively managed on a database, including but not limited to, current overseas student health cover, passport details, address attendance records and student fees.
- Develop and maintain systems relating to recording student absences and forwarding academic reports to parents and DE International.



- Develop and maintain effective communication links with international students, parents, host families and staff of DE international.
- Contribute to the development and coordination of an orientation program for international students, including informing students of the location and accessibility to consumer services and community facilities and ensure integration into the school environment and community.
- Monitor the ongoing welfare, adjustment, behaviour and health of international students, visa compliance requirements ensuring appropriate intervention is provided, escalation to supervisors occurs as required and detailed records are maintained.
- Identify and facilitate access to support services, including counselling, to assist with the adjustment to living and studying in Queensland, and resolving issues which could impede successful completion of study.
- Ensure compliance with DE International policies and procedures as well as State and Commonwealth legislative requirements.
- Participate in all training offered by the school and DE International.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.