Co-Op Coordinator
Position Description

NATURE AND SCOPE
UNSW's aspiration is to continuously improve our position as a leading research-intensive university in Australia and a peer in good standing with the best globally. Its strengths are built on traditions of the highest academic standards, a record of leading the way with industry and community partnerships and a history of engaging internationally. The UNSW Strategic Intent reflects our fundamental mission of education, research and community engagement.

The School is the critical work unit to deliver on the academic priorities of the University and in interactions with students, alumni, industry, government, professional bodies and the community.

The Head of School provides leadership to a group of highly skilled people to carry out the work of the School and is supported by the School Leadership Team, including the Deputy Heads of School, Associate Heads of School, the School Manager (who is responsible for the hands on administrative and operational management of the School) and staff appointed to Director and Coordinator roles.

Associate Heads of School, Deputy Heads of School, Directors and Coordinators are accountable for working collegially and constructively with the Head of School, the School Executive and other academic and professional members of staff within the School to lead its strategic direction and overall research performance, student education experience and community engagement.

JOB PURPOSE:
The School of Computer Science and Engineering (CSE) has a relatively large Co-op Scholar cohort – our program is equal to the combined size of the program for all other Engineering schools. At the start of 2016 we had 10 Comp Sci and 20 Software Eng Scholars, of which 6 are graduating from their programs effective end-2015, and we expect between 9 and 11 new Scholars to be entering, depending upon the number of sponsors we secure for 2016 – 2019.

The duties of the CSE Co-op Coordinator primarily centre on being the academic representative and mentor for the Co-op Scholars and involve interactions with the School Office, the Co-op Scholarships Office, and organisations that sponsor CSE Co-op scholarships. The Co-op Coordinator will also look after the administration of the rural scholarship.
Commencement Date
The commencement date is negotiable.

Term of Appointment
The term of appointment is negotiable. The normal term of appointment of Co-op Coordinator is for 2-3 years.

Workload Management
The Co-op Coordinator will be offered workload relief for their term by negotiation. Workload would normally be considered Medium under the CSE workload model.

DUTIES:
The Co-op Coordinator is involved in both regular and irregular activities. Regular activities are generally scheduled by the Co-op Office and include:

- O-Week: Attending Welcome BBQ for new scholars.
- Early, S1: Attending Induction Ceremony for new scholars.
- During S1: Attending Coordinators Meeting organized by Co-op Office.
- June: Allocating Industrial Training Placements for S2.
- End S1: Attending S1 end-of-IT presentations.
- End of each Session: Attending Academic Review meetings with scholars not satisfying the academic requirements of the scholarship.
- October: Shortlisting applicants that are to be interviewed.
- November: Allocating Industrial Training Placements for summer and S1.
- End November: Organizing School visit for Co-op Briefing Day.
- End November: Organizing and managing Co-op Interview Day for CSE applicants.
- December/January: Attending S2/summer end-of-IT presentations.

Irregular activities include:

- Advising and mentoring scholars.
- Acting as a point of contact for queries from prospective and current scholars, the School or Faculty, the Co-op Office and from prospective and current sponsors
- Liaising with sponsors as needed.
- Organizing social events e.g. Pizza nights and an annual dinner/reception for scholars, sponsors and staff.
- Advertising program vacancies to specific target groups.
- Interviewing prospective scholars.
- Assisting the Co-op Office in their management of the CSE programs.
- Liaising with the Computer Science and Software Engineering Program Directors when necessary.
- Attendance at and assistance with marketing and recruitment activities including, but not limited to, Open Day, Info Day and high school information days.
Selection Criteria

Essential
1. A demonstrated ability to provide undergraduate teaching leadership at the School level in Computer Science and Engineering.
2. A demonstrated record of excellence in teaching.
3. Ability and willingness to work with Industry stakeholders and the academic staff of the School in setting and implementing the strategic direction for the School's Coop programs.
4. Ability and willingness to act as Academic mentor for Coop students.
5. A record of achievement in implementing equity and diversity policies and programs.
6. Ability and capacity to identify, assess, prioritise and control the risks to health and safety of staff, students and visitors to the work environment.