

EWYL - Student Recruitment Officer, Faculty of Humanities

Contract Type:	Casual, Temporary/Fixed Term
Position Type	Student employment opportunities
Occupation:	Administration and Office Support, Human Resources and Recruitment
Australian Working Rights:	Australian Citizen, PR or New Zealand Citizen, International
Location:	Perth, Western Australia
Hours:	Average 2-3 hours per month
Roles Available:	6
Salary:	\$41.35 per hour (G03.1)
Date of Role Commencement:	January 2025
Contract Duration:	12 months

About the role

The Student Recruitment Officer (SRO) provides peer-to-peer advice to prospective undergraduate and postgraduate students on behalf of the Faculty of Humanities.

It involves sharing information about studying at University and providing course information and career advice on behalf of the Faculty.

This position is a casual role until December 2025 and will work in collaboration with the Humanities Student Engagement team in providing a high standard of representation and consultation with the future student audience.

Key Tasks:

- Attend events (particularly Open Day and other University recruitment events) at the request of the Faculty of Humanities Marketing Team, to deliver high-quality Humanities course advice to prospective undergraduate and postgraduate students in either formal (presentation and exhibition) or informal (on-campus) settings.
- Research, compile and deliver presentations for secondary school students both on and off-campus.
- Lead and organise campus tours and other campus-based activities for groups of secondary school students, teachers and parents.
- Assist with other student-oriented activities as required.

Essential Criteria

- Currently studying an undergraduate or postgraduate Humanities course with relevant University life experiences.
- A commitment to the provision of exceptional customer service to a wide range of clients.
- Well-developed oral and written communication skills, with a particular aptitude for public speaking.
- Effective interpersonal skills, as exemplified by a demonstrated ability to work cooperatively and effectively in a team with a minimal amount of supervision.
- Well-developed computer literacy, in particular, familiarity with Microsoft Office Programs (PowerPoint, Word, Excel, and Outlook).
- Demonstrated high-level organisational and time-management skills.
- Demonstrated leadership ability.
- Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day- to-day performance of the functions of this position.

Work Requirements

- This position is a nominated position that requires a National Police Clearance, and therefore, the occupant will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Policy (can be obtained at time of offer).
- National Working with Children Check (can be obtained at time of offer).
- Working after hours from time to time will be required.
- Moving heavy promotional material, within Occupational Health and Safety Standards may be required, from time to time.
- Assisting with registrations and the set-up and pack down at events.
- Attending SRO training sessions as required.

Next Steps

To apply, please provide a copy of your resume and cover letter addressing your ability to meet the essential criteria.

Applications close: 5.00 pm on Thursday 5th December 2024 AWST.

Curtin Student Success is committed to equal opportunity and building a culture that values and celebrates diversity and inclusion. We actively encourage applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds, people with disability, LGBTIQ+ and other diversity groups. Curtin Student Success provide access to accommodate the diverse needs of our student community. We recognize and support the access needs of people with visible and invisible disabilities, illness or injury.

Reasonable Adjustment to Process:

If you require adjustments in order to participate in the recruitment process, or would like information about reasonable adjustments, please contact ewyl@curtin.edu.au, and advise your preferred method of communication (i.e. email, phone, [National Relay Service](#)).

Disclaimer Curtin reserves the right at its sole discretion to withdraw from the recruitment process, not to make an appointment, or to appoint by invitation, at any time. We reserve the right to commence shortlisting prior to the advertised end date.

UniHub Links: