



THE WOMEN'S COLLEGE

Within the University of Sydney

CO-CURRICULAR COORDINATOR

INTRODUCTION

The Women's College is a leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

Co-Curricular Coordinator is a part-time (0.6FTE) position at the College. The role has oversight of the key student co-curricular activities (sporting, cultural and community) during the academic year, and supports the general student life at the College. A new position within the staffing cohort, the Co-Curricular Coordinator's first priority will be raising the profile of co-curriculum within the College and the University to meet the College's standard of excellence. This position works closely with the student Cultural Representative, Community Representative and Sports Representative and the various student convenors who assist with program delivery.

The Co-Curricular Coordinator reports to the Dean of Students, and through her to the Principal.

THE POSITION

Co-curriculum

- assist the Students' Club to plan and manage the College's co-curriculum, including sport, cultural and service activities
- promote co-curricular programs—in particular the Rosebowl, Palladian and USyd Intramural competitions—within the student body, to encourage participation
- identify individual talents and students within the resident and affiliate cohort for various co-curricular activities
- provide mentorship and meet with student representatives and convenors regularly to guide and assist them in leading their activities
- assistance with strategic student recruitment
- ensure the smooth running of co-curricular programs throughout the year including timely, impartial selection of solo and team/group competitors, scheduling access to facilities for training/rehearsals and overseeing these activities, sourcing coaching, and assisting with the organisation and promotion of community service opportunities
- attend Rosebowl sports, Palladian cultural activities and community events, and represent the College as required at intercollegiate events
- monitor, facilitate and record student participation in the co-curriculum to enable the generation of the annual Student Certificates of achievement and involvement in College life
- oversee the timely collection of convenor reports for the College Yearbook
- assist senior staff in assessing relevant student event requests, and attend student events as appropriate
- attend College WHS meetings and report issues as relevant
- assist in planning and participate in Training Week and Welcome Weeks.

Student Care

- be the first point of contact for high performing students in sport and the creative arts e.g. elite athletes for additional training and performance needs, providing liaison with Sydney University Sport and Fitness or other relevant University staff as needed to assist with student care
- be the point of contact for students, representatives and convenors for incidents that may arise during participation in co-curriculum, and report on emergency situations to senior staff as appropriate
- contribute to the appropriate training and professional development for the participants in co-curricular programs and actively contribute to and assist in the delivery of student induction programs
- provide input as needed to policy development and risk management processes relevant to areas of responsibility.

General

- liaise with facilities and events staff regarding co-curricular activities, particularly in relation to the use of venues and events planning
- actively assist and support Open/Info Days to promote co-curricular opportunities to prospective students
- assist the Registrar in student recruitment activities as required through attendance at tertiary expos etc.
- meet regularly with the Dean of Students to report on the progress of the co-curricular program to ensure its successful delivery
- perform other duties as directed by the Principal in relation to the College and wider community.

PROFESSIONAL LEADERSHIP

- be an exemplary professional role model for staff and students
- respond optimistically and strategically to the changing tertiary residential sector
- lead innovation collaboratively and model a positive approach to change, aligning with the College's cultural change agenda
- attend a wide range of College activities regularly, including weekly Formal Dinners
- initiate and access appropriate professional development for self-improvement.

QUALIFICATIONS & EXPERIENCE

- relevant tertiary degree/s or previous related experience in sports management or the arts
- previous experience in the successful delivery of student-centric activities
- outstanding professional presentation and manner
- excellent written and interpersonal communication skills
- technological literacy across a range of applications including communication and promotion through social media platforms
- high-level administrative and organisational skills
- ability to liaise professionally with staff, students and external stakeholders
- demonstrated experience in dealing appropriately with highly confidential and sensitive information
- display creative and effective problem-solving techniques
- demonstrated innovative practice, lateral thinking, use of initiative, and the ability to anticipate the needs of College programs
- proven ability to work collaboratively and energetically within a dynamic context and as part of a team.