

UWS POSITION STATEMENT

POSITION DETAILS:

Position Title: Web Resource Project Assistant (casual 6 month appointment)
School/Office: School of Medicine
College/Division: College of Health and Science

CONTEXT:

The School of Medicine strives to continually improve the quality of the student experience in the MBBS program, and is seeking a Project Assistant to assist in the implementation of initiatives to provide academic and pastoral support for students.

The position will be principally located at the Campbelltown campus.

PURPOSE/MAJOR RESPONSIBILITIES:

With assistance, the Project Assistant will create and pilot a web page and guide of student support resources for medical students.

REPORTING RELATIONSHIPS:

The Project Assistant will report to the Associate Head of School (Learning and Teaching).

SCOPE:

The Project Assistant will be assisted by a Working Group of School of Medicine staff including the Professor of Medical Education.

The resources to be developed will be accessible to all students and staff in the UWS MBBS program and potentially to all UWS students.

KEY FUNCTIONS/RESPONSIBILITIES/DUTIES:

- Collate and review available resources to support students in the medical program
- Design and pilot a web page and guide for tailored to medical students
- Participate in Working Group meetings overseeing the creation of this resource

SELECTION CRITERIA

- Excellent understanding of the support needs of university students. Experience with medical programs is desirable.
- Experience with creation of information resources targeted at students, or young people
- Experience with searching databases and a range of resources
- Experience and/or qualifications in web design, preferably including:
 - Experience with image manipulation software (e.g. Photoshop or equivalent)
 - Experience and/or ability to use and develop content management systems
 - Experience and/or ability to perform basic video and audio editing
- Excellent oral, visual and written communication skills

- Ability to work with technical and academic staff to achieve outcomes
- Good time management skills, demonstrated ability to meet deadlines.
- Working knowledge in risk management, OH&S at work place and EEO principles.

Date Position Statement Last Reviewed: 22nd August

Date Position Statement Last Classified: