

## Position Description

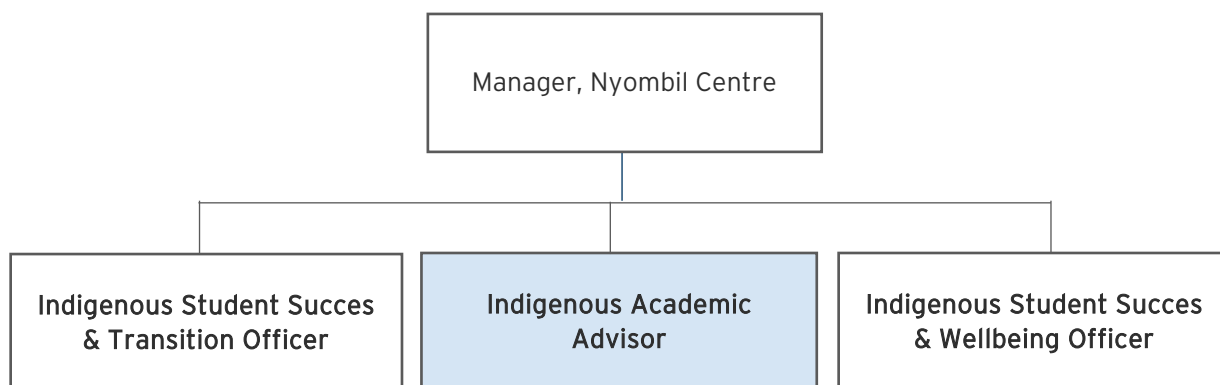
<b>Position Title:</b> Indigenous Academic Advisor	<b>Classification:</b> Bond PAACT 5
<b>Faculty/School/Office:</b> Nyombil Centre	<b>Date Position Classified/Updated:</b> August 2025

### Purpose of the Position:

The Indigenous Academic Advisor, within the Nyombil Centre, plays a key role in supporting the academic success, wellbeing, and retention of Aboriginal and Torres Strait Islander students at Bond University. This role provides culturally safe, strengths-based academic advising, including tailored support in course planning, navigating university systems, and connecting students to academic, personal, and cultural support services. The Advisor works collaboratively across faculties, student services, and Indigenous support units to foster an inclusive, respectful, and empowering environment for Indigenous students.

### Reporting Relationship:

This position reports to the Manager, Nyombil Centre:



### Selection Criteria:

- Identify as Aboriginal and/or Torres Strait Islander
- A Bachelor's degree in education, social work, or a related field, or a Bachelor's degree with an equivalent combination of relevant experience and/or education/training.
- Current Blue Card (Working with Children Check) or ability to obtain one
- Demonstrated understanding of the educational challenges and systemic barriers experienced by Aboriginal and Torres Strait Islander students in higher education.
- Proven experience in providing culturally responsive academic or student support in an educational setting.
- Strong computer skills including knowledge of Word, PowerPoint, Excel and iLearn

- Excellent interpersonal and communication skills with a demonstrated ability to consult and liaise with a diverse range of clients and stakeholders (students, academic & professional staff etc.)
- Strong organisational and time management skills, with the ability to prioritise tasks, manage competing demands, and maintain accurate records.
- Ability to work co-operatively and with initiative in a small team

**Desirable Criteria:**

- Experience working in a university or tertiary education environment.
- Knowledge of university policies, academic programs, and support systems.
- Experience with student data and reporting tools (e.g., Student One, Advocate, Power BI).

Competency	Responsibility
<b>Nyombil Centre Advocacy</b>	<ul style="list-style-type: none"> <li>• Support the Manager of the Nyombil Centre and other Nyombil Centre staff to achieve the objectives of the Centre as needed, at the request of the Manager</li> </ul>
<b>Student Support</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Nyombil Centre team establish rapport with our First Nations cohort</li> <li>• Ensure students are enrolled in accordance with their approved course plan and are supported to understand their course progression and academic requirements</li> <li>• Create subject specific academic skills content as required in collaboration with the Academic Skills Centre</li> <li>• Liaise with academics and Faculty Student Affairs and Student Quality teams as required to support students and assist academics with embedding academic skills resources, where requested</li> <li>• Assist with literacy proficiency as required</li> <li>• Liaise with other university departments such as BUC, residential, finance, Admissions, SBC, CDC and Accessibility Office to facilitate support for students</li> <li>• Develop ongoing action plans for students in need of extra support</li> <li>• Maintain and update records of students identified as at risk within the Advocate case management system</li> </ul>
<b>One on One appointments</b>	<ul style="list-style-type: none"> <li>• Provide face to face consultations for our First Nations students</li> <li>• Refer students appropriately to additional support services as required e.g. tutoring, Academic Skills Centre, librarian etc</li> <li>• Provide advice on study strategies, time management, and exam preparation</li> <li>• Assist students where needed to complete the academic integrity module and other compulsory student training.</li> <li>• Direct students to online resources for further support/information</li> <li>• Ensure students are aware of additional academic support mechanisms such as Limitless Learning, Grammarly, and Read &amp; Write and refer students accordingly</li> <li>• Refer students appropriately to additional support services as required</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• General administrative duties as required.</li> <li>• Exercise a high level of organisational and administrative skills</li> <li>• For students identified as at risk of failure, create, and maintain accurate case note and referral records within the Advocate case management system</li> <li>• Liaise with internal stakeholders to ensure streamlined referral process.</li> <li>• Develop new learning resources as appropriate.</li> <li>• Liaise with the ITAS Support Officers to monitor student progress</li> </ul>

<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Upgrade technical skills to improve quality of resources and ability to help students by participating in courses/workshops to improve knowledge</li> <li>• Contribute to research where necessary contribute to the overall strategic plan of the university</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</li> <li>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</li> </ul>
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</li> <li>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</li> </ul>
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.</li> <li>• All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</li> <li>• Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</li> </ul>

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.