Position Description

Position Title: Indigenous Student Success & Transition Officer	**Classification:** Bond PAACT 5
Faculty/School/Office: Nyombil Centre	**Date Position Classified/Updated:** August 2025

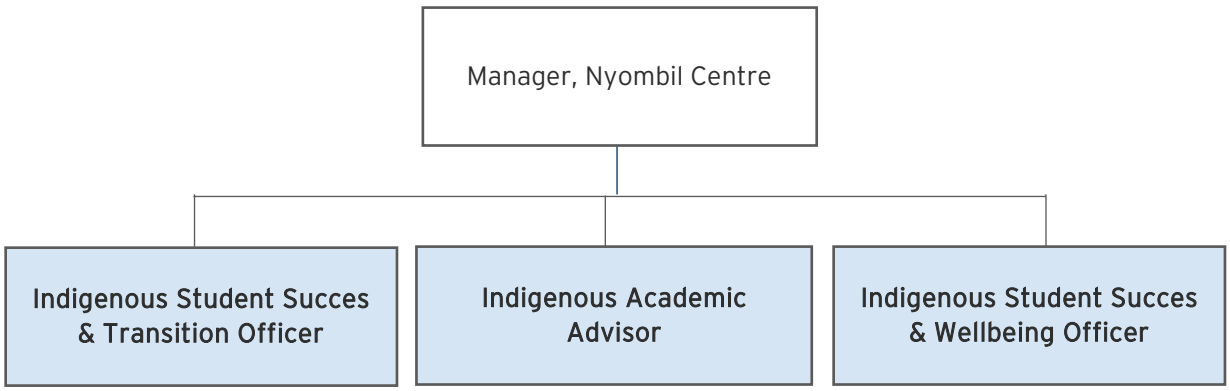
Purpose of the Position:

The focus of this role is to engage with and prepare our First Nations students for success at Bond University and to deliver programs that assist our students with the transition into higher education. The incumbent will develop and facilitate programs that have career outcomes and prepare our First Nations students to transition into the workforce following the completion of a course of study. The role will support the Office of Future Students with the recruitment of First Nations students and support outreach to schools, Indigenous teachers and students, and the Indigenous community.

The incumbent will provide support to enrolled Bond University First Nations students to ensure that they reach their full potential as University students, through the provision of mentoring and the development of self-efficacy skills.

Reporting Relationship:

This position reports to the Manager, Nyombil Centre:



Selection Criteria:

- Identify as an Aboriginal and/or Torres Strait Islander person
- A degree in a relevant discipline or a combination of a formal qualification and significant work experience in outreach, student recruitment or community engagement.
- Demonstrated knowledge of Indigenous issues that impact recruitment, retention and student success strategies within higher education.
- Demonstrated problem solving skills and the ability to manage projects with conflicting priorities.
- Excellent computer and administrative skills
- Experience in effectively liaising with university staff and stakeholders,

- Current Blue Card (Working with Children Check) or ability to obtain.
- Excellent interpersonal and communication skills with a demonstrated ability to consult and liaise with a diverse range of university stakeholders and work units, particularly with Indigenous students who are new to University.
- 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:

- Knowledge of and/or experience of the higher education sector.
- Demonstrated experience in one of more skills: sales, public speaking, project management, event coordination.

Competency	Responsibility
Nyombil Centre Advocacy	• Support the Manager of the Nyombil Centre and other Centre staff to achieve the objectives of the Centre as needed, at the request of the Manager. • Provide support for Indigenous Bond students via individual consultations as required. • Support Indigenous students through the transition to University and implement O week activities
Student Recruitment and Outreach	• Establish, facilitate and monitor programs and events to increase prospective Indigenous student enrolments. • Attend school career events, regional career markets as requested • Build relationships with Indigenous Education Counsellors and provide specialist advice for prospective Indigenous students • Coordinate targeted communication to prospective students around services, scholarship and Bond events such as Open Day.
Cultural Portfolio	• Provide authoritative cultural support and advice to Bond University prospective Indigenous students • Assist with the planning and delivery of Indigenous cultural events and programs for both internal and external stakeholders
Administration	• Exercise a high level of organisational and administrative skills • Create and maintain accurate prospective student leads and referral records • General administrative duties as requires. • Research and evaluate trends within the higher education sector, specifically the Indigenous student market
Student Development and Transition	• Develop further initiatives to encourage and increase student engagement • Support structured transition program including orientation program for new students commencing at Bond University • Support student recruitment and retention by providing authoritative advice, hosting experience days and conducting campus tours for potential students and family. Representation at expos at which Bond is represented, including local schools visits Career Expos, Catholic Education Career Expo, and other career experience and recruitment programs.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.

Understanding of Cultural Sensitivity	• 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. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	• 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. • 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. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

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.