

Faculty of Science and Engineering

International Student Liaison Officer

Role Statement

The Faculty's International Student Liaison Officer:

- reports to the Executive Dean
- provides an Annual Report to the Faculty Board via the Executive Dean's Advisory Group
- liaises with the Heads of School and Course Coordinators in relation to matters concerning international students enrolled in the Faculty
- liaises with the Faculty Office in relation to the administration of international students enrolled in the Faculty
- acts as a point of contact and referral for international students enrolled in the Faculty
- is required to maintain an up-to-date knowledge of the services provided throughout the University to assist international students.

Process and Term of Appointment

- The International Student Liaison Officer is appointed by the Executive Dean in consultation with the Executive Dean's Advisory Group
- The International Student Liaison Officer is appointed for a three-year term which is renewable

Selection Criteria

In order to fulfil the role of International Student Liaison Officer, academic staff should ...

- be able to demonstrate good interpersonal skills and an understanding of, and the ability to communicate effectively with, international students from a diverse range of educational, vocational, cultural and socio-economic backgrounds
- have or be willing to develop and maintain an up-to-date knowledge of the services provided throughout the University to assist international students.