

Student Help Advisor

[Apply Now](#)

Company: UNSW Australia

Location: Sydney

Category: other-general

Why Your Role Matters

The Student Help Advisor is responsible for a variety of different administrative functions, with a key focus to deliver high quality service across a wide range of student enquiries, putting the student experience as the primary focus of all activities. The role also contributes to the drive for continuous improvement in quality and process.

Who You Are:

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and/or student services experience.
- Demonstrated experience of operating in a customer service environment and providing advice to stakeholders on complex and sensitive matters.
- Well-developed oral and written communications skills and the ability to liaise effectively with all levels of staff, students, management, and external stakeholders.
- Demonstrated ability to use initiative and judgement to interpret and accurately advise on administrative policies and procedures to resolve issues for students and staff.
- Proven ability to work accurately and efficiently, and with attention to detail.
- Demonstrated ability to multi-task, apply a flexible approach to workload, and react positively to unforeseen or unplanned events.
- Proven ability to contribute to a positive team culture, work flexibly in a hot-desk environment and develop and foster networks with staff across the University.
- An understanding of and commitment to UNSW's aims, objectives and values in action,

together with relevant policies and guidelines.

- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Special Requirements:

- Requirement to work during the Christmas/New Year period.
- Seasonal weekend and after-hours work.

[Apply Now](#)

Cross References and Citations:

1. [Student Help AdvisorNetworkengineerjobsJobs SydneyNetworkengineerjobs](#)
2. [Student Help AdvisorCraigsjobsJobs SydneyCraigsjobs](#)
3. [Student Help AdvisorFree-job-postings Jobs SydneyFree-job-postings](#)
4. [Student Help AdvisorNgojobsJobs SydneyNgojobs](#)
5. [Student Help AdvisorEcuadorjobsJobs SydneyEcuadorjobs](#)
6. [Student Help AdvisorAttorneyjobsJobs SydneyAttorneyjobs](#)
7. [Student Help AdvisorWowjobs Jobs SydneyWowjobs](#)
8. [Student Help AdvisorPhoenixjobs Jobs SydneyPhoenixjobs](#)
9. [Student Help AdvisorWhitecollarjobs Jobs SydneyWhitecollarjobs](#)
10. [Student Help Advisor Environmentaljobs Jobs SydneyEnvironmentaljobs](#)
11. [Student Help Advisor Newsmediajobs Jobs SydneyNewsmediajobs](#)
12. [Student Help Advisor OsakajobsJobs SydneyOsakajobs](#)
13. [Student Help Advisor Researchjobs Jobs SydneyResearchjobs](#)
14. [Student Help Advisor Washingtondcjobs Jobs SydneyWashingtondcjobs](#)
15. [Student Help Advisor Chefjobsnearme Jobs SydneyChefjobsnearme](#)
16. [Student Help Advisor Free-job-alerts Jobs SydneyFree-job-alerts](#)
17. [Student Help Advisor ElectricianjobsJobs SydneyElectricianjobs](#)
18. [Student Help Advisor Swedenjobs Jobs SydneySwedenjobs](#)
19. [Student help advisor Jobs Sydney](#)
20. [AMP Version of Student help advisor](#)

21. **Student help advisor Sydney Jobs** ↗
22. **Student help advisor Jobs Sydney** ↗
23. **Student help advisor Job Search** ↗
24. **Student help advisor Search** ↗
25. **Student help advisor Find Jobs** ↗

Source: <https://au.expertini.com/jobs/job/student-help-advisor-sydney-unsw-australia-dce9eb004b/>

Generated on: 2024-05-05 by Expertini.Com