

**POSITION DESCRIPTION**

**IDENTIFICATION**

**Position Title:** Student Engagement Officer  
**Section:** Office of DVCE (RC&GE)  
**Location:** Solomon Islands Campus  
**Current Incumbent:**  
**Reports to:** Hub Coordinator Student Engagement (Vanuatu)

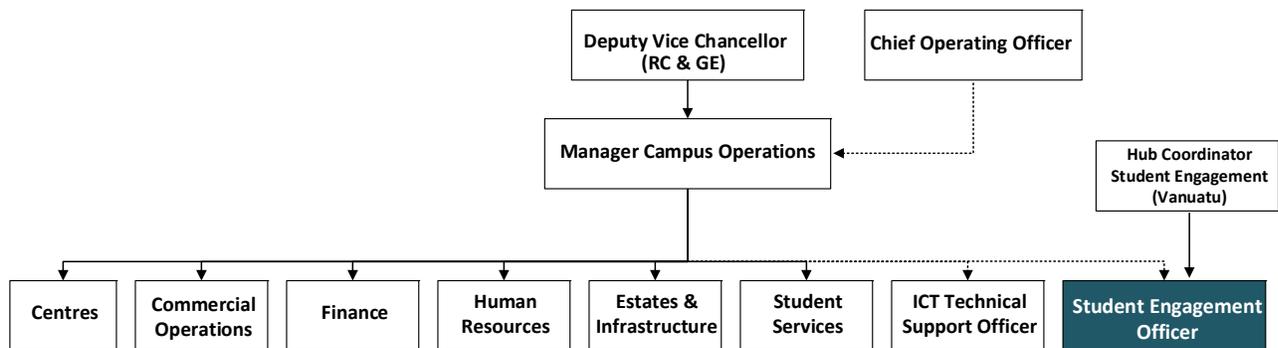
**Position Number:**  
**Department:** Campus Life  
**Date of substantive appointment:**  
**Category:** Admin and Support **Grade:** 4  
**Supervised by:** Manager Campus Operations

**ORGANISATIONAL CONTEXT**

The University of the South Pacific (USP) is a premier regional institution uniquely governed by twelve member countries and dedicated to providing high-quality education and enhancing regionally relevant research opportunities to its diverse student body across the Pacific Islands. USP aims to empower individuals and communities through education, fostering sustainable development and regional cooperation. USP’s leadership in the Pacific, through academic knowledge, policy advice, and resource-sharing, continues to play a key role in advancing the region as a whole.

The USP Solomon Islands Campus delivers the University’s strategic objectives locally and supports Solomon Islands, as a USP Member Country, in the social, economic, and cultural development of its students and communities. The Student Engagement Officer will work under the guidance of the Hub Coordinator Student Engagement through a shared services model for the delivery of student events and initiatives, contributing to an inclusive and engaging student experience at the Solomon Islands Campus.

**STRUCTURE**



**PURPOSE**

The Student Officer Engagement works with the Hub Coordinator Student Engagement to deliver a programme of events and initiatives for students at the Solomon Is Campus that ensures an equitable and positive student experience during their program of study at USP.

**POSITION DESCRIPTION**

**NATURE AND SCOPE**

Reporting to the Hub Coordinator Student Engagement, the Student Officer Engagement will work closely with the Campus Management to plan, organise and deliver student engagement activities. The position will ensure that the campus environments are enabling for students and support for welfare needs are available as required. The Student Officer Engagement will also enhance partnership and sponsorship opportunities in each campus.

**POSITION DIMENSIONS**

**Staff Responsible for:**

Directly:                      Indirectly:                      Total Level of Costs:

**Limits of Authority:** Refer to [Register of Delegations](#)

Financial: \$                      Non-Financial:

**Key Relationships /Internal and External Contacts:**

|  |  |
|--|--|
| <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Campus Management</li> <li>• Schools/Course Coordinators</li> <li>• Campus Life (Counselling, Sports)</li> <li>• Student Administrative Services</li> <li>• Centre for Flexible Learning</li> <li>• Marketing</li> <li>• International Office</li> <li>• Finance</li> <li>• Estates and Infrastructure</li> <li>• ITS</li> </ul> | <p><b>Purpose of Contact</b></p> <ul style="list-style-type: none"> <li>• To respond to and use appropriate levels of support to address student welfare needs.</li> <li>• To implement student engagement activities and programmes.</li> <li>• To appropriately respond to and to address any issues in relation to facilities, connectivity and learning spaces.</li> </ul>   |
| <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Students and USPSA Representatives</li> <li>• Donors and Partners</li> <li>• Scholarship support units</li> <li>• Agencies specialized in welfare, counselling, wellbeing, sports, health programmes, career opportunities.</li> </ul>   | <p><b>Purpose of contact</b></p> <ul style="list-style-type: none"> <li>• To facilitate welfare needs of students and plan appropriate activities and programmes.</li> <li>• To identify opportunities for funding of activities and programmes.</li> <li>• To report to external agencies where necessary.</li> <li>• To facilitate agreed partnerships and programs</li> </ul> |

**POSITION DESCRIPTION****KEY RESULT AREAS / KEY ACHIEVEMENT AREAS**

| <b>Key Result Areas</b><br><i>Jobholder is responsible for</i>  | <b>Performance Measures</b><br><i>Jobholder is successful when</i>   |
|---|--|
| <b>Events and Activities</b> <ul style="list-style-type: none"> <li>• Work with the Hub Coordinator Student Engagement to produce a campus/student life programme including orientation, sporting events, recreational activities, careers expo, etc. for respective campus.</li> </ul>   | <ul style="list-style-type: none"> <li>• Annual campus/student life programme developed and approved.</li> </ul>   |
| <b>Support, Welfare and Engagement</b> <ul style="list-style-type: none"> <li>• Liaise with students, staff and any other stakeholders as necessary to understand and properly facilitate academic support and welfare needs of students.</li> <li>• Actively promote campus and student life programmes and monitor participation to ensure that all students are equally provided with opportunities to engage and/or participate in the same.</li> <li>• Implement the respective annual work plan and provide updates as required by the Hub Coordinator Student Engagement.</li> </ul> | <ul style="list-style-type: none"> <li>• Implementation of the annual work plan.</li> <li>• Academic support and welfare needs with key actions promptly carried out or referred appropriately and correctly.</li> </ul> |
| <b>Enabling Environment</b> <ul style="list-style-type: none"> <li>• Work in partnership with relevant sections to provide adequate facilities, connectivity and learning spaces for students.</li> <li>• Champion a safe, secure and inclusive campus environment for students.</li> </ul>   | <ul style="list-style-type: none"> <li>• Issues with facilities, connectivity and learning spaces are promptly escalated to relevant sections and followed up until these are resolved.</li> </ul>                       |
| <b>Cultural Interaction and Exchange</b> <ul style="list-style-type: none"> <li>• Facilitate activities for cultural interaction and student exchange programmes at local, regional and international levels.</li> </ul>  | <ul style="list-style-type: none"> <li>• Exchange/Cultural interaction programs are appropriately funded and carried out as planned.</li> </ul>  |
| <b>Community Engagement</b> <ul style="list-style-type: none"> <li>• Work with sponsors and partners under the direction of the Hub Coordinator Student Engagement to carry out initiatives.</li> </ul>   | <ul style="list-style-type: none"> <li>• Sustained partnerships and sponsorships for activities and programs.</li> </ul>   |
| <b>Monitoring and Reporting</b> <ul style="list-style-type: none"> <li>• Monitor student feedback and satisfaction and report on outcomes of activities and programs that have been implemented.</li> </ul>   | <ul style="list-style-type: none"> <li>• Timely reporting of activities and programmes as required.</li> </ul>   |

**POSITION DESCRIPTION**

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**TERMS & CONDITIONS**

Salary: Grade 4 - Admin and Support  
 Length of Contract: 3 years renewable  
 Benefits:

**POSITION SPECIFICATION**

**Qualifications and Experience (or equivalent level of learning)**

| <i>Essential</i>   | <i>Desirable</i>   |
|--|--|
| <ul style="list-style-type: none"> <li>• An Undergraduate degree in a relevant discipline with one year experience or a Diploma with 2 years of subsequent work experience.</li> <li>• Experience in Microsoft Office Suite packages including MS Outlook, MS Word and MS Excel.</li> <li>• Experience working with students at the tertiary level or equivalent.</li> </ul> | <ul style="list-style-type: none"> <li>• Work experience in a tertiary institution in the Pacific region.</li> </ul> |

**Key Competencies**

| <i>Essential</i>  | <i>Desirable</i> |
|---|------------------|
| <ul style="list-style-type: none"> <li>• Customer care and services oriented with a positive attitude.</li> <li>• Excellent interpersonal, communication and community engagement skills</li> <li>• Strong organisation, planning and event management skills.</li> <li>• Ability to work with minimum supervision.</li> <li>• <b>Physically and mentally fit.</b></li> </ul> |                  |

**APPROVAL**

Supervisor name:

Supervisor's Signature:

Date:

**ACCEPTANCE**

Staff Name:

Staff ID:

Staff Signature:

Date: