



## **Student Engagement Officer, China Liaison Office (Beijing based)**

The Australian National University (ANU) seeks a Student Engagement Officer in its Beijing-based China Liaison Office (CLO) to contribute to the formulation and implementation of the university's student-centred services in China, including but not limited to employability and career services. The role will entail building effective relationships with employers and related service providers in China, as well as contributing to the effective communication of the services to students via the university's official Chinese social media channels, and other official communication channels.

The successful candidate will be based at the Australian Chamber of Commerce in Beijing, PR China and will report to the Director, ANU China Liaison Office (CLO). The candidate will be employed full-time by the Australian Chamber of Commerce under local Beijing labour regulations and is expected to work from the Beijing-based CLO.

### **Key responsibilities**

- Under the direction of the CLO Director, to be the main China-based contact point for ANU Student Services colleagues; work with student career advisory stakeholders, including Career Office internally and key companies/organizations as external stakeholders, to ensure the smooth message delivery in two ways.
- Organize a program of career and employability events and workshops (online and offline) for current ANU students and recent alumni.
- Provide a regular 'resume concierge' service to current students and recent alumni.
- Keep frequent communication with active alumni and alumni groups in Mainland China, and assist with alumni event organisation.
- Work with Marketing colleagues at ANU on Chinese social media posts, ensuring aligned content and visual consistency, to promote the China-based student services.
- Undertake other high-priority tasks of institutional importance, as assigned by CLO Director.
- Assist the CLO Director with office management and administration tasks, as required.
- Occasional travel within Mainland China on behalf of the University may be required.

### **Qualifications Required**

#### **Essential:**

- Demonstrated experience in a complex organisation or an equivalent combination of experience and education/training. Experience in the higher education sector would be highly regarded.
- Demonstrated experience in understanding of the Australian and Chinese education system.

- Demonstrated interpersonal and communications skills and the ability to deliver oral presentations to diverse audiences. Proven experience in liaising with internal and external stakeholders, including the ability to develop and maintain constructive relationships.
- Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make evidence-based decisions.
- Proven ability to work well within a team environment as well as to independently organise work priorities, multiple projects and meet tight deadlines.
- Native-level Mandarin Chinese and advanced spoken and written English skills to be able to communicate effectively with external stakeholders and ANU internal colleagues.
- High proficiency in the use of computer-based, office information systems, in particular, spreadsheets, databases, web applications and word processing. Proven experience using social media and digital marketing platforms in a work environment.
- A demonstrated high level of understanding of equal opportunity principles and a strong understanding of cross-cultural issues.

**Desirable:**

- A degree from ANU, or another world leading research university.
- Postgraduate or professional marketing qualification
- Proven record in digital media marketing
- Experience planning and delivering events

**Availability**

Applicants must be available to start this full-time position as soon as possible. The role will require domestic travel within Mainland China and possible international travel to Australia when possible.

**How to apply**

To apply for this position, please send your CV **AND** cover letter to [angel.cui@austcham.org](mailto:angel.cui@austcham.org) outlining how your experience and qualifications make you the right candidate for the position. Your cover letter should respond to the qualifications listed above.

Enquiries relating to this position may be sent in English to ANU CLO on [angel.cui@austcham.org](mailto:angel.cui@austcham.org)

**Application deadline**

17:00pm (China standard time), 5 May 2021

**About the Australian National University**

The Australian National University is a world-leading university in Australia's capital city, Canberra. Our location points to our unique history, ties to the Australian Government and special standing as a resource for the Australian people. Our focus on excellence in research and education ensures our

graduates are in demand the world-over, well-prepared to address complex contemporary challenges. [www.anu.edu.au](http://www.anu.edu.au)

**About AustCham:**

The China-Australia Chamber of Commerce (AustCham China) was established in 1996 and has as its goal the advancement of the broader Australia-China business relationship through the effective representation of its 400 members. We achieve this through building connections between our members and broader stakeholders in Australia and China, delivery of effective advocacy programs and provision of information and insights through our business events and online platform. [www.austcham.org](http://www.austcham.org)