Student Life Coordinator

**Life at Journal**

Journal is an inspirational place to work and a dynamic new player in Australia’s expanding student accommodation market. We create, design and manage first-class accommodation where students connect, thrive, and excel academically. We are passionate about supporting our students and providing a unique Melbourne experience.

Our culture is quick-paced and forward thinking. We strive for excellence through collaboration - we love teasing out ideas, testing concepts and innovating. Therefore, to support our growing business, our staff are flexible, adaptable, and passionate.

Our facilities offer students high-quality accommodation, extended student life programs and outstanding customer service. We currently have two sites and 1400 beds operational or under development in some of the best locations in Melbourne.

**The Role**

Reporting to the Student Life Director the Student Life Coordinator will be a crucial member of the Journal team. The position will closely liaise with the Assistant General Manager in the facilitation of the Journal Life program and the management of student welfare concerns. Student resident involvement in planning and conduct of programs is considered essential and in this context the position will oversee and guide volunteer Student Leaders and other student residents.

**Key responsibilities**

* Student experience and events
* Student wellbeing
* Administration and policy
* Communication and marketing

**Qualifications and experience**

* Completion of a degree in Education, Social Work, Psychology, Health or other relevant area and/or relevant experience
* Experience working within the educational or residential services sector and an interest in the development of an individual’s independence and potential.
* Knowledge of and previous exposure to the student housing industry in Australia and globally.
* Knowledge of Student Management systems.
* Proven experience working with and resolving complex or challenging behaviour and management of critical incidents.
* Proven experience in service delivery and program development, with defined outcomes.
* Demonstrated ability to assist in the delivery and development of responsive programs in a university or secondary school environment.
* Demonstrated ability to develop collaborative work teams
* Excellent interpersonal skills including the ability to relate to people from diverse backgrounds, particularly young people
* High-level communication skills to deal with challenging and complex living and learning situations.
* Good verbal and written communication skills with an emphasis on attention to detail
* Ability to work cooperatively within a team.
* Ability to develop and maintain professional contacts to assist in program development.
* Ability to maintain confidentiality
* Demonstrated computer literacy and ability to utilise information technology effectively to maximise service delivery outcomes

At Journal Student Living, we are committed to being a Child Safe organisation. Applicants must have a valid employment Working with Children Check.

**Applications**

Does this sound like the job for you? Please send an up-to-date resume and a cover letter addressing your qualifications and experience to [management@journalstudentliving.com.au](mailto:management@journalstudentliving.com.au)