

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: International Careers Consultant Level: 6/7
Faculty/Division: Academic Services Division Department/Location: Careers Central

Primary purpose of the position:

To provide educational programs and services which facilitate opportunities for International students to obtain workplace experiences in Australia.

Position Environment:

To assist students of the university to establish appropriate career goals and implement strategies to achieve those goals. The opportunity to gain exposure to the world of work is a critical stage in this process, as it can contribute to career clarity, completion rates and future employability.

Major Accountabilities/Responsibilities:

| Responsibilities | | Outcome | % of Time | Office Use Only |
|------------------|---|--|-----------|-----------------|
| 1. | Co-ordinate, design and deliver subjects within courses for which Careers Central has responsibility including: <ul style="list-style-type: none"> Marketing & promotion of programs to students, faculties and employers; Preparation of course materials; Contribute to the delivery of programs in curricular and co-curricular contexts; Contribute to events which support the assessment process; Marking of assessment tasks; Review of student resumes; Maintain records and monitor student progress from enrolment to completion; Undertake data and information collection and analysis including preparation of detailed reports Review, recommend and implement changes to new and existing programs in consultation with Unit and Faculty staff. | <ul style="list-style-type: none"> High quality preparation of international students for employment in curricular and co-curricular contexts Tailored resources and workshops available to assist international students in preparation for employment Program content is contemporary, continuously improved to meet Faculty, job market and students' needs. | 40% | |
| 2. | Identify appropriate summer placements for international students and provide quality assurance to underpin the processes and procedures. | Eligible students placed in appropriate host organisations, under effective supervision leading to high satisfaction rates from all parties. | 30% | |
| 3. | Responsible for delivery of services to the international student community as they access the Unit, including one-on-one initial consultations, resume reviews and other Careers Central activities and programs | Easily accessible resource base for OS students | 20% | |

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|----|---|---|---------|--|
| 4. | Special Projects where deemed necessary and other duties, in line with skills and experience, as specified by Supervisor or Head, Careers Central. | To ensure effective functioning of Unit. | 10% | |
| 5. | Observe principles and practices of Equal Employment Opportunity | To ensure fair treatment in the workplace | Ongoing | |
| 6. | Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document | To ensure a safe working environment for self & others. | Ongoing | |

Reporting Relationships:

| | |
|--|--|
| Position Reports to: | Business Development Manager, Careers Central |
| The position supervises the following positions: | N/A |
| Other Key Contacts: | Head, Careers Central, International Careers Consultants Workplace Learning Co-ordinator, Careers Central Personnel, Faculty Personnel |

Key Relationships:

Contact/Organisation:

Head, Careers Central
Business Development Manager
International Careers Consultants

Purpose & Frequency of contact

As required
As required
As required

Workplace Learning Co-ordinator
Relevant faculty contacts

As required
As required

Key Challenges:

1. Preparing international students for the cultural and communication requirements of Australian workplaces
2. Interpreting changing immigration regulations related to placements and work experience to the international student population
3. Managing a variety of projects with complex and converging timeframes

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge of the career development needs and workplace aspirations of international students when studying in Australia
- Proven capacity to work proactively with students from diverse cultural backgrounds
- Proven strengths in managing varied programs and activities, underpinned by strong administration and computing skills
- Demonstrated ability to connect with various audiences – in business, in education, with students and with fellow staff, underpinned by strong verbal and written communication skills, negotiation and persuasion.

Desirable:

- Knowledge of current immigration regulations and processes in relation to International students

SELECTION CRITERIA - Education & Experience:

Essential:

- An undergraduate or postgraduate degree with a focus on cross cultural practices – potentially in one or more of the following: Business; Education; Social Work; Humanities; Career Development
- Experience in designing and delivering educational programs which respond to the career development needs of international students
- Experience in promoting the capacities and value of students from diverse cultures to Australian workplaces
- Demonstrated experience in dealing with difficult and complex customer service issues
- Demonstrated experience in meeting strict deadlines and managing conflicting priorities

Desirable:

- Experience in working with Academics in a tertiary education environment

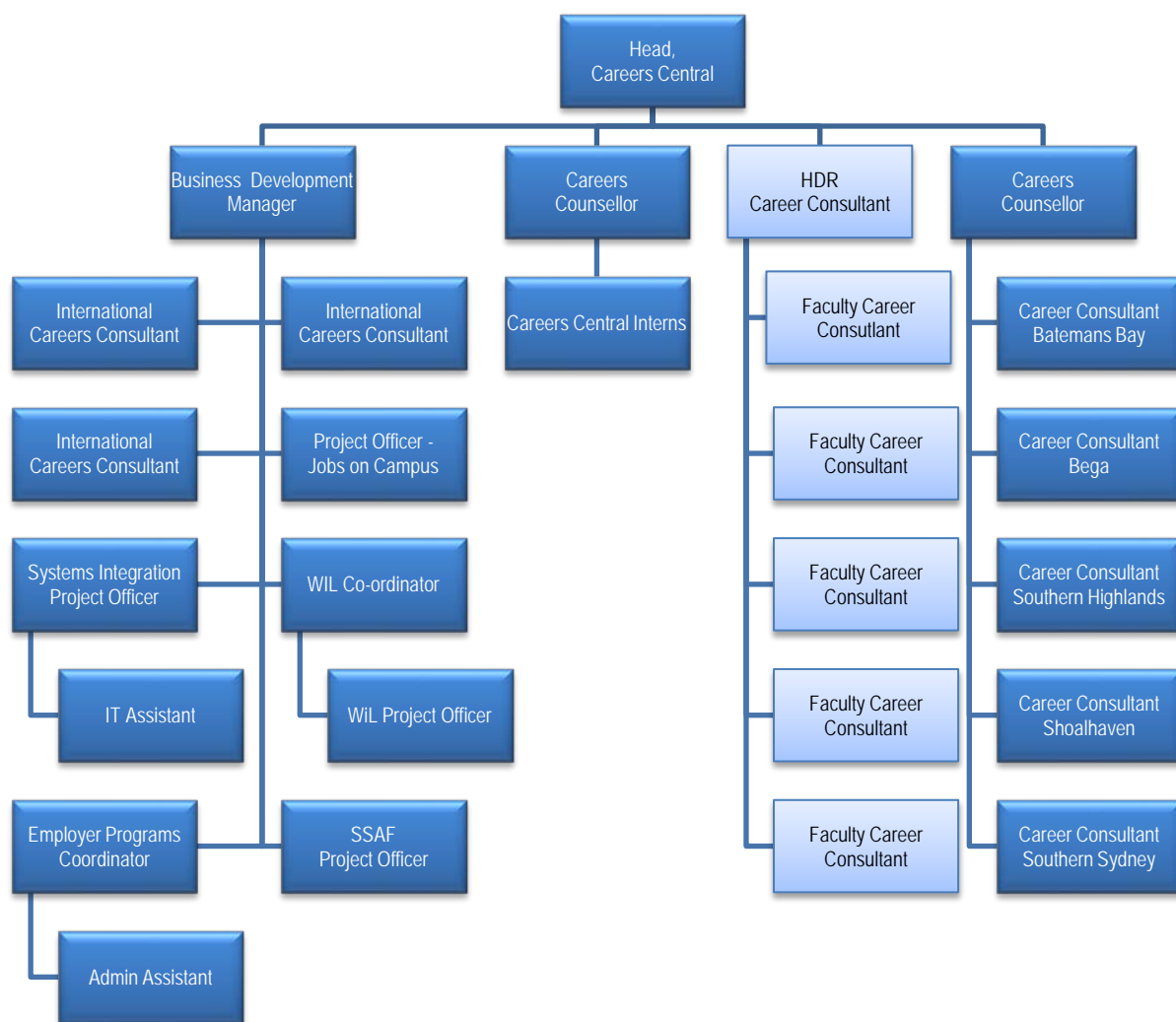
Personal Attributes:

- A commitment to building programs and services which respond to the needs of a diverse student population
- Empathy and respect for diverse cultures
- A strong focus on developing the potential of students during their university experience
- Strong interpersonal skills
- Able to make positive contributions in a team environment
- Ability to maintain student confidentiality
- Commitment to ensuring a task is completed in a timely fashion and with a high level of accuracy
- Must be flexible with working hours within the appropriate span of hours

Special Job Requirements:

There will be occasions when it is required to attend off campus evening or early morning functions to promote the students and programs, such as industry networking meetings, or attend relevant functions on campus.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____