

POSITION DESCRIPTION –SCHEDULE A

POSITION DESCRIPTION DOCUMENT PURPOSE

The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Melbourne Institute of Technology (MIT) as an organisation.

This document provides an outline of your key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed to fulfil the role.

POSITION DETAILS

Position Title:	Alumni, Industry Liaison and Career Advice Officer
School / Division:	Office of Student Administration & Engagement
Award Classification:	Educational Services (Post – Secondary Education) Award 2010. General Staff
Employment Mode and Time Fraction:	Full Time
Campus:	Sydney
Reporting to:	Associate Director Student Administration and Experience or nominee
Direct reports:	None

ROLE

The Alumni, Industry Liaison and Career Advice Officer delivers professional proactive careers services to support a diverse student population and MIT's strategic direction. The role supports student employability by facilitating student access to both paid and voluntary employment, and industry experience including internships and industry projects. The position also works with the Faculty to develop and promote co-curricular skill building opportunities to enhance graduate employability and engages in proactive outreach with industry and with MIT alumni.

This role occasionally necessitates work outside standard business hours.

MIT VISION AND GOALS

MIT: A proud history, a confident future

Founded in 1996, Melbourne Institute of Technology (MIT) has provided outstanding, employment-focused degrees in Business and ICT for almost 30 years.

MIT grew to over 4,000 students prior to the onset of the Covid-19 pandemic. Like all higher education institutions, MIT was impacted by the closure of international borders triggered by the pandemic.

Since the reopening of international borders, confidence has returned to the international student market. MIT's high-quality student programs and organisational agility will enable it to renew its growth trajectory, achieve University College status, and lay the foundations for the next decade of success.

Vision

MIT aspires to be one of the leading providers of industry-engaged, employment-focused higher education programs, equipping students with the knowledge, skills, and opportunities to build successful careers.

Mission

MIT inspires students and helps them create their future through employment-focused educational programs. These are developed and delivered in collaboration with industry, and underpinned by excellence in learning and teaching, scholarship and research.

Values

- Excellence;
- Integrity;
- Accountability
- Transformational Change, and
- Agility

MIT's overarching goals are to:

- Become one of the top 20 higher education institutes in Australia for high-quality student experiences and learning outcomes
- Attain Self-Accrediting Authority status during 2023
- Progress towards achieving University College status by 2027
- Capitalise on the reopening of international borders to rebuild student numbers: achieve pre-pandemic EFTSL levels by 2025 and 5-10% growth per annum thereafter
- Achieve student satisfaction and graduate employment outcomes equal to or above industry averages in all courses
- Be renowned for excellence in industry-engaged learning with all students engaging with industry as part of their course
- Continue to deliver outstanding, student-centric support services
- Be recognised as a high-performing employer of choice

MIT ORGANISATIONAL STRUCTURE

MIT business model comprises four (4) key focus areas as guided by its vision: Academia, Finance, Marketing, and Operations. Our organisational structure is designed to ensure each of these areas is fully resourced.

Our Executive Management Committee (EMC) is responsible for the development of our strategic plan and effective implementation of strategies across all business areas. It comprises our:

- Chief Executive Officer,
- Managing Director,
- Group General Manager and Human Resources Director (pro tem) and
- Executive Dean

RESPONSIBILITIES

Anchored in the Student Services and Engagement team, the principal responsibility of this role is to elevate students' access to local work experience. The aim is to facilitate both paid and voluntary pathways—like jobs, internships, or industry projects—to sharpen their employability skills. Delivery of these services is varied, involving group workshops, online platforms, and personal interactions, as part of a comprehensive co-curricular career education program. This directly feeds into enhancing MIT students' career development and supports the Institute's commitment to graduating individuals who are ready to embark on their chosen career paths.

Area	Outcomes
Employer / Industry Base	<ul style="list-style-type: none"> ▪ Develop strategies to expand employer base both on and off campus. ▪ Identify internal and external employment opportunities (both paid and unpaid) ▪ Establish, develop and maintain appropriate relationships with industry and alumni to drive employment opportunities (incl. internships and projects) for current MIT students. ▪ Identify, develop and deliver recruitment strategies targeting current MIT students for internships and projects in appropriate employment during their studies at MIT ▪ Coordinate and undertake necessary administrative tasks to match, track and facilitate appropriate employment for current MIT students



<p>Careers Calendar</p>	<ul style="list-style-type: none"> ▪ Create an annual Careers calendar, to be published/distributed to students and placed on the website. ▪ Maintain student/staff attendance register to events. ▪ Research information for events ▪ Identify, develop and establish opportunities for Careers Fairs collaboration with ACPET and / or other professional bodies. ▪ Plan and organise industry events to show-case student works to industry to generate industry internships, projects and after graduation, work opportunities for MIT students
<p>Career Services</p>	<ul style="list-style-type: none"> ▪ Establish, develop and run a three-tiered career development program for current MIT students incl. developing individual career plans. ▪ Establish, develop and run an interactive and engaging session as part of orientation week on the importance of developing a career brand. ▪ Establish, develop and run additional recruitment cycle support to alumni through bespoke alumni career services
<p>Career Development Material</p>	<ul style="list-style-type: none"> ▪ Collaborate with Faculty, Student Services and Engagement staff and other key stakeholders to support the embedding of career development into the curriculum. ▪ Develop integrated career education materials and online / eLearning resources to support Career Services.
<p>Industry Agreements</p>	<ul style="list-style-type: none"> ▪ Liaise with MIT Schools to ensure that agreements with industries meet the course-related requirements for projects and industry internships.
<p>Professional Development</p>	<ul style="list-style-type: none"> ▪ Regularly update knowledge on how industry involvement is implemented with the higher education environment and prepare appropriate plans on industry involvement for MIT. ▪ Attend relevant training courses and completion of self-development activities on an ongoing basis.
<p>Management and organisation</p>	<ul style="list-style-type: none"> ▪ Work closely with the Associate Director Student Engagement (ADSE) or nominee to provide efficient and effective career service delivery. ▪ Provide assistance to students as required. The position will ensure that all student careers and industry enquiries are dealt with in a timely manner. ▪ All enquiries, including telephone and email, must be handled professionally. ▪ Create and maintain Industry and Career Services records. ▪ Maintain a clean and tidy work environment ensuring all resources are kept in order (including online resources).



Reporting/Team Meetings	<ul style="list-style-type: none"> ▪ Attend all team meetings as required. Participate in team meeting discussions and carry out any actions from the meeting. ▪ On a fortnightly basis, meet with the ADSE, and report on the overall activities undertaken. ▪ On a quarterly basis, provide a report outlining progress on all matters.
Interaction with External Bodies	<ul style="list-style-type: none"> ▪ To liaise with external bodies when required. ▪ To coordinate and liaise with the MIT Sydney campus in matters related to industry liaison and careers advice
Quality Assurance and Compliance	<ul style="list-style-type: none"> ▪ Demonstrate an ongoing commitment to MIT compliance, continuous improvement and quality assurance processes. ▪ Demonstrate knowledge and adherence to the organisation's policies and procedures.
Communication, Liaison and Interaction	<ul style="list-style-type: none"> ▪ Liaise with all other departments / divisions on relevant matters relating to students. ▪ Liaise and communicate with MIT students on a regular basis. ▪ Conduct a bi-annual Careers Services Survey and analyse and report on data. ▪ Ability to liaise effectively with a diverse range of staff and students (international/domestic). ▪ Send out communications to students regarding industry and career events. This may be done through channels using email, SMS, Facebook, Twitter, etc. ▪ The Industry Liaison and Careers Advice Officer must understand the MIT structure, its hierarchy, and work appropriately within it.
Special projects and other duties	<ul style="list-style-type: none"> ▪ Other projects or duties as required from time to time and deemed appropriate and necessary, as directed by Management, the ADSE or their representative. ▪ This position may require work to be carried out beyond standard business hours of 9am - 5pm and from time to time on weekends, e.g. attending careers fairs with students.

PERFORMANCE MANAGEMENT - SCHEDULE B

Staff performance is managed in accordance with MIT Performance Management System which incorporates:

- Regular performance reviews
- Ongoing feedback
- Identification of professional development needs and provision of support
- Reward structure

Specific performance goals will be set with you during the course of your performance review.

Areas of performance focus for this role (together with example measurement tool) are set out below for your information. Further details in relation to the MIT Performance Management System will be provided by our Human Resources Director or nominee.

KEY SELECTION CRITERIA

Application letter and/or resume must address the qualification/knowledge/experience/attributes section under the key selection criteria

Qualifications: Include all educational and training qualifications, professional membership, criminal record check report	Requirement
1. A tertiary qualification with relevant experience in a recruitment, sales or business development environment	Mandatory
Knowledge/Experience/Attitude/Skills	
1. Prove experience in Employment or Recruitment consulting	Mandatory
2. Knowledge of career development theory and practice, the principles of learning and teaching and demonstrated ability to apply these to the development and delivery of workshops, programs and resources.	Mandatory
3. Demonstrated high level communication skills, including oral and written, interpersonal, presentation, and negotiation skills	Mandatory
4. Demonstrated high level administrative and organisation skills including the ability to manage multiple tasks, meet deadlines and work independent, or as part of a team	Mandatory
5. Demonstrated high level information technology skills including the capacity or willingness to engage with the development of materials and resources or the learning and teaching online environment and understanding of social media and communication technologies	Mandatory
6. Appreciation of cultural awareness and issues relating to the diverse cultural background of the student body	Mandatory
7. Knowledge of the Australian education systems including ESOS and other appropriate legislation pertaining to international students	Desirable
8. An understanding of the complexities of employment legislation	Desirable