



Position: Counsellor

[Student Counsellor and Advocacy Officer \(Part-time\) Job in Sydney NSW - SEEK](#)

Location: Sydney Campus

Employment type: Part-time

About us

Melbourne Institute of Technology (MIT) is a leading Private institute of Higher Education with campuses in Melbourne and Sydney. We provide IT, Networking, Data Analytics, Business, Accounting and Engineering (Telecommunications) programs, at Bachelor and Master degree levels, to Australian and International students.

The Role

The Student Counsellor & Advocacy Officer will have the opportunity to apply their expertise and experience in a dynamic and enriching learning and working environment. This role is multifaceted, providing vital support to students across various areas, including counselling and welfare assistance, as well as academic and procedural advocacy support. The position also involves organising educational events and workshops.

Onsite, Part-time role at 0.6 FTE (full-time equivalent) / 3 days a week

This position requires a presence on campus to facilitate effective engagement with both students, and as such, hybrid or work-from-home arrangements are not possible.

Primary Responsibilities

- Provide individual and/or group counselling on personal, social, cultural, academic, and financial and other issues relevant to struggles of university students.
- Advise and consult students on emotional aspects of learning and welfare.
- Assist international students in cultural acclimatisation and raise awareness of cultural differences for domestic students.
- Offer career and soft skills advice.
- Support 'at risk students' with study skills and intervention strategies.
- Organise on-campus wellbeing, social and job-seeking activities and workshops.
- Represent and advocate for students in meetings, guide them through appeals, complaints, or misconduct processes, and assist with equity and welfare issues.
- Assist in student welfare programs, including study skills and career seminars, and work on student integration initiatives.
- Ensure compliance with policies for students under 18.
- Manage the implementation of policies relating to students, maintain proper records of counselling sessions, and organise talks, seminars, and student development programs.

- Establish and maintain links with government departments, partner universities, MIT Alumni, and other related agencies.
- Provide regular written reports to the Associate Director of OSAE, including weekly reports on activities to improve student welfare, monthly reports on the overall state of the MIT counselling function, and trimester reports on students counselled and advocacy services.

The role requires seamless collaboration within a team setting. As a key support figure, the Student Counsellor aims to empower students to make the most of their MIT experience and achieve academic success. This includes offering individual counselling, conducting workshops, and providing immediate assistance during crisis situations.

Skills and Competencies

- Proven experience in counselling, ideally in a tertiary education setting, dealing with a variety of student-related issues, such as personal, social, cultural, academic, and financial matters.
- Demonstrated expertise in different counselling styles, including crisis counselling, individual and group counselling, large group presentations, and cross-cultural counselling.
- Excellent interpersonal and communication skills.
- Experience working with students and staff from diverse social and cultural backgrounds.
- Flexible, creative, and professional approach to counselling.
- Ability to work effectively as part of a team and independently with minimal supervision.
- Capability to handle crises effectively.
- Knowledge of university policies and procedures is a plus: Familiarity with university policies, procedures, and campus resources is beneficial.

Qualifications and Professional Memberships

- Completed university degree in a relevant field (e.g., psychology)
- Qualified counsellor.
- Registered as a psychologist with the Psychology Board of Australia OR
- Registered and an active membership of PACFA (Psychotherapy and Counselling Federation of Australia), Australian Counselling Association (ACA) or Australian Association of Social Workers.



Position Description

Download the Position Description at MIT careers:
<https://www.mit.edu.au/about-us/jobs-mit>

Apply

Applications close on **Friday, 24 April 2026**

Applicants must be Australian or New Zealand citizens or permanent resident.

MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit www.mit.edu.au