



**Position:** Alumni, Industry Liaison and Career Advice Officer

**Location:** Sydney Campus

**Employment type:** Full-time

**Award:** Educational Services (Post-Secondary Education) Award 2020

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. MIT has a NEAS-accredited English Language Centre that offers a range of English language courses to help students improve their English skills and prepare them further study in Australia.

### **The 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.

### **Responsibilities:**

- Elevate student access to local work experience through jobs, internships, or industry projects, enhancing employability skills via group workshops, online platforms, and personal interactions as part of a co-curricular career education program.
- Support MIT's commitment to graduating career-ready individuals by developing strategies to expand the employer base, identifying and securing employment opportunities, and establishing relationships with industry and alumni.
- Develop and deliver recruitment strategies for internships and projects targeting MIT students, including coordinating administrative tasks to match students with opportunities.
- Create and maintain an annual Careers calendar, organise industry events to showcase student work, and generate internship and project opportunities.
- Develop a three-tiered career development program for students, ensuring alignment with MIT Schools for internship and project agreement requirements.
- Work closely with the Associate Director Student Engagement for efficient career service delivery, maintain a professional and timely response to student careers and industry enquiries, and keep work environments and records organized.
- Liaise with external bodies, and coordinate with the MIT Sydney campus on career advice.
- Communicate effectively with all departments and students, conducting Careers Services Surveys to analyse and report findings.

### Qualifications and Experience:

- A tertiary qualification with relevant experience in recruitment, sales, or business development environments.
- Proven experience in Employment or Recruitment consulting.
- Knowledge of career development theory and practice, and the principles of learning and teaching, with demonstrated ability to apply these in developing and delivering workshops, programs, and resources.
- Demonstrated high level communication skills, including oral and written communication, interpersonal, presentation, and negotiation skills.
- Demonstrated high level administrative and organisational skills, including the ability to manage multiple tasks, meet deadlines, and work independently or as part of a team.
- Demonstrated high level information technology skills, including the capacity or willingness to engage with the development of materials and resources in the learning and teaching online environment, and an understanding of social media and communication technologies.
- Appreciation of cultural awareness and sensitivity to the diverse cultural backgrounds of the student body.
- Knowledge of the Australian education systems, including ESOS and other relevant legislation pertaining to international students desirable.
- An understanding of the complexities of employment legislation desirable.

**Position Description** can be downloaded at MIT careers: <https://www.mit.edu.au/about-us/jobs-mit>

**Applications** must include an updated resume.

Applications close on **Sunday, 19 May 2024**

**Apply:** via SEEK

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit [www.mit.edu.au](http://www.mit.edu.au)

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