

Position: Student Counsellor & Advocacy Officer (2 open roles)

Location: Melbourne Campus

Employment type: Full-time & Part-time, 0.6 FTE

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's and master's 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:

We have two opportunities as Student Counsellor & Advocacy Officers at Melbourne campus:

- 1 x full-time role (38 hours a week)
- 1 x part-time 0.6 FTE / 3 days a week

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 positions involve organising educational events and workshops.

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.

Selection criteria

- 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.

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**
- **REQUIRED:** Registered and an active member of
 - PACFA (Psychotherapy and Counselling Federation of Australia),
 - Australian Counselling Association (ACA) or
 - Australian Association of Social Workers

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

Applications close on **Sunday, 28 April 2024**.

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