

Indigenous Student Advisor

- Support our Indigenous student community
- Attractive salary and generous professional development allocation
- 12 month fixed term contract, multi-campus location

About the job

We are looking for a customer focussed individual to join our Moondani Toombadool Centre as our Indigenous Student Advisor. In this role, you will support our Aboriginal and Torres Strait Islander students, including Higher Education (HE), Pathways and Vocational Education (PAVE), Swinburne Online (SOL), and Open Universities Australia (OUA). Reporting to the supportive Manager Indigenous Student Services, you will work closely with a wide range of university academic, educational and administrative staff, to ensure the provision of an effective and efficient service. You will work directly with students through their student journey - from pre-enrolment advice, through to post graduate studies and assist with pathways to further study or employment and scholarship applications. Some key initiatives that you will have the opportunity to be involved in include the development, monitoring and on-going use of the client and Indigenous Tutor database, coordinating students' access to tutors, working on cultural events and participating on internal working groups and other committees as required.

About Swinburne

Swinburne is a place where your work can impact the national economy and wellbeing of our society. We promote diversity, support career development, provide flexibility and offer competitive salary packages.

About you

We are looking for someone who loves helping people. Your background will include experience in a student facing role, or similar type of experience. You really enjoy providing a great experience for everyone you connect with and are comfortable with using multiple IT systems.

You must be willing to travel to all of our campuses at least once per week.

Benefits

At Swinburne, we celebrate our diverse culture and the strength this brings to our workforce. We are committed to our Indigenous Employment Strategy and are therefore seeking to increase the representation of Aboriginal and/or Torres Strait Islander peoples within the University, where traditionally they have been under-represented.

This role contributes to Swinburne's Reconciliation Action Plan – to find out more about RAP, please visit: <http://www.swinburne.edu.au/about/strategy-initiatives/indigenous-australians/reconciliationaction-plan/>

Pursuant to a Special Measure under Section 12 (1) of the Equal Opportunity Act 2010 (Vic), we will therefore only consider applications from suitably qualified Aboriginal and/or Torres Strait Islander candidates for this position.

Only Aboriginal and/ or Torres Strait Islander peoples can apply.

Further information and how to apply

The diverse culture within Swinburne is a source of strength. We are proud to be recognised by the Workplace Gender Equality Agency as an Employer of Choice for Gender Equality 2018 and of key initiatives such as our Pride@Swinburne Strategic Action Plan and our Reconciliation Action Plan which are integral components of our 2025 vision to be world class university creating social and economic impact through science, technology and innovation. Swinburne has also received the Victorian "High Commendation" Multicultural Excellence Award (Business Category).

To view the position description or to start an application click on apply at the bottom of this page and submit a resume, cover letter and response to the Key Selection Criteria, as listed in the Position Description.

Please do not email or send paper applications, all applications must be submitted online.

For further information about the position, please contact Vicky Peters on 03 9214 3677.

If you are experiencing technical difficulties with your application, please contact the Recruitment team on staffrecruitment@swin.edu.au

Should you require further support for an interview due to special needs or consideration, please contact our Diversity Consultant, Dr. Walter Robles, on inclusion@swin.edu.au. For support or queries related to Aboriginal and Torres Strait Islander employment, please contact DeadlyCareers@swin.edu.au.

Applications close at 5pm on Wednesday 13 February 2019

