

Indigenous Student Advisor

- Focused on active engagement with industry and the community
- HEW 6, \$74,894 - \$80,845, plus 9.5% super
- Full-time, fixed-term 11 month contract, Hawthorn location

About Swinburne

Swinburne University of Technology has a long, proud history of educating and training students for over 100 years. Swinburne focuses on providing high-quality, career-oriented education with strong links to industry and the community. Swinburne currently has over 54,000 students.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne is a progressive university that aims to increase Australia's capacity in science, technology and innovation as the drivers of modern, internationalised economies and workplaces. Our university is focused on high-impact global research, high-quality teaching and active engagement with both industry and the community.

About the job

The Indigenous Student Advisor works as part of the Moondani Toombadool Engagement Team, comprised of the Indigenous Liaison Officer, existing Indigenous Student Advisor and Indigenous Administration support and is responsible for the delivery, coordination and administration of services to students who identify as Australian Aboriginal and/or Torres Strait Islander peoples. The role works with all Aboriginal and Torres Strait Islander students, including Higher Education (HE), Pathways and Vocational Education (PAVE), Swinburne Online (SOL), and Open Universities Australia (OUA).

The overarching aim is to enable and facilitate access to, and participation in tertiary study, that enhance educational opportunity, retention and positive graduate outcomes while working alongside other Swinburne staff to progress the University's Reconciliation Action Plan.

Reporting to the Manager Education & Community, this position is responsible for liaison with a wide range of university academic, educational and administrative staff, to ensure the provision of an effective and efficient service within available resources. The incumbent will work with the 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. The Advisor will provide direct support to students, develop and monitor Individual Learning Plans, and facilitate students to access relevant support services including subject tutors where required. Additional responsibilities include: the development, monitoring and on-going use of the client and Indigenous Tutor database, coordinating students' access to tutors, working with the Indigenous Liaison Officer on cultural events and participating on Reconciliation Action Plan working group and other committees as required.

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.

Skills and experience

To be successful in this role you will need to demonstrate the following:

- A relevant degree or diploma with subsequent relevant experience working with Aboriginal and/or Torres Strait Islander people in an education/training setting; or an equivalent combination of relevant experience and/or education/training
- Experience in providing mentoring and support services for Aboriginal and/or Torres Strait Islander peoples in post compulsory education and training, as well as advice to a wide array of stakeholder concerning such services (within team and individual delivery models)

A full list of the selection criteria is available within the position description

Benefits

To find out more about the extensive benefits offered to Swinburne employees please visit:

<http://www.swinburne.edu.au/about/jobs/why-work-at-swinburne/>

How to apply

The diverse culture within Swinburne is a source of strength. We have an inclusive working environment with employees from a variety of backgrounds. We acknowledge that diversity in the university workforce increases the effectiveness of teams and our capacity for innovation. We welcome applications from Indigenous people, workers of all ages, people with disabilities, people who identify as LGBTIQ and those from culturally and linguistically diverse backgrounds.

We are proud to be recognised by the Workplace Gender Equality Agency as an Employer of Choice for Gender Equality 2016 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.

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.

Swinburne University of Technology is a Child Safe Organisation and as part of this commitment, we require all employees to have a current Working with Children's Check.

All appointments are subject to a valid Working with Children's Check, therefore it will be a mandatory requirement to have and maintain a current Working with Children Check.

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

For further information about the position, please contact Lisa Devlin-Neale 03 9210 1153.

If you are experiencing technical difficulties with your application, please contact the Recruitment team on 03 9214 8600 (option 2).

Position number: TBC

Applications close at 5pm, Wednesday 7 March 2018.

apply