



POSITION DESCRIPTION

Student Experience

Faculty of Engineering and Information Technology

Student Internship Officer

POSITION NO	0062666
CLASSIFICATION	UOM 5
SALARY	\$83,159 - \$95,518 p.a (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time; fixed term for 6 months
BASIS OF EMPLOYMENT	Continuing Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Enkhzaya Aditya Email: eadiya@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:

about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

FEIT's Commitment to Diversity and Inclusion

FEIT is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of FEIT. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

Position Summary

The Student Internship Officer will be supporting the administration and recruitment of the Faculty's Masters by coursework students for the domestic internship program. The role also supports curricular and co-curricular student programs.

The role of the Student Internship Officer reports directly to the Manager, Internships and Projects and supports the delivery of internship and experiential learning activities including but not limited to, Industry series, Endeavour, Hackathon and bespoke student experience events.

The Student Internship Officer will support the delivery of employability and engagement programs at scale for the Faculty of Engineering and Information Technology student cohort.

The Student Internship Officer will actively contribute to enhancing the overall student experience within the Faculty of Engineering and Information Technology by supporting initiatives that align with the Advancing Melbourne Strategy.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A tertiary qualification with subsequent work experience or an equivalent combination of experience and/or education/training in a similar role in a tertiary environment.
- ▶ Well-developed organisational, project management and administrative skills including the ability to prioritise workloads and manage multiple tasks and projects to meet deadlines with a high level of accuracy.
- ▶ Proven experience developing and managing relationships with a wide range of employers, industry and professional networks, community organisations and internal and external stakeholders.
- ▶ Excellent verbal and written communication skills including the ability to provide advice and support to a diverse range of stakeholders at all levels, and a willingness to present and facilitate information sessions.
- ▶ Demonstrate ability to provide administrative support and contribute positively to a busy and fast-paced team.
- ▶ High level computer literacy skills with demonstrated information technology capabilities with a large range of software, including Microsoft Office suite, databases, email and web management, with the capacity to quickly learn new systems.
- ▶ Demonstrated problem solving skills including the ability to proactively recognise problems and respond quickly to escalate major issues.

1.2 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ This role will require work outside of business hours from time to time.

2. Key Responsibilities

2.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Contribute to the delivery of employability programs, both for-credit and not-for-credit, under the direction of the Manager, Internships and Projects, adopting project and process management principals established by the team and adopting both on and offline delivery methods.
- ▶ Manage day-to-day queries from students, academic staff and other internal and external stakeholders relating to internships.
- ▶ Coordinate and maintain efficient systems and processes relating to students' internship details.
- ▶ Maintenance of accurate records and collating data on internship activity for semester reporting purposes
- ▶ Distribute and collect evaluation data on student experiences.
- ▶ Undertake specific short-term or repeated projects such as the development of online application forms and associated documents for the Faculty of Engineering and Information Technology internship program, as directed.
- ▶ Provide high level administrative support to the Senior, Internship Officers such as event support, program support and webpage updates.
- ▶ Develop, maintain and share knowledge of employability practices and trends to contribute to project improvements and evolution.
- ▶ Support and participate in relevant functions and programs delivered by the broader Student Experience team.
- ▶ Adopt new technology to improve workflow or program delivery and other projects as required.
- ▶ In close collaboration with the wider Student Experience team, contribute to the delivery of key University initiatives including the Advancing Melbourne Strategy
- ▶ Work collaboratively within and across functional areas to ensure broader Faculty goals and objectives are being met.
- ▶ Comply with quality assurance, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

2.2 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ This role may require work outside of business hours from time to time, and travel.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Student Internship Officer reports to the Manager, Internships and Projects and will work under the general direction of this line manager to achieve KPIs and desired outcomes.

The position will need to work collaboratively with other staff in the team, Faculty, University and externally and build relationships of influence to achieve positive outcomes.

The Internships Officer is responsible for their own time management and prioritisation of tasks to ensure that key responsibilities are met, issues are identified, and solutions recommended in a timely manner.

3.2 PROBLEM SOLVING AND JUDGEMENT

Well-developed problem-solving skills and sound judgement are critical to this role. The Student Internship Officer will need to display initiative and exercise judgement in the resolution of issues. The role requires a considerable degree of tact, diplomacy, and maturity to communicate with a wide range of clients/stakeholders.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Student Internship Officer is expected to perform work assignments guided by policy, precedent, professional standards and technical expertise. They require knowledge of program and project coordination and administrative practices and will also have the capability to appreciate the strategy underpinning student experience programs. They will be a conceptual thinker and communicator and will be required to develop a broad knowledge of the University environment and structure.

The role also requires broad knowledge of current best practices in relation to industry experiences and event management.

3.4 RESOURCE MANAGEMENT

The Student Internship Officer will be required to liaise with members of their team, the wider Faculty, stakeholder teams within the University, and external service providers to deliver on program objectives.

3.5 BREADTH OF THE POSITION

The Student Internship Officer will have depth or breadth of expertise developed through relevant experience and application to support the implementation and continuous improvement of student experience programs with minimal direction. The position requires the ability to balance a range of tasks simultaneously and to prioritise these effectively.

4. Other Information

4.1 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world's biggest challenges. Through our students and our relationships with communities, we can not only respond to society's needs but anticipate and create engineering and IT solutions for the future.

<https://eng.unimelb.edu.au/about/join-feit>

Our ten-year strategy, FEIT 2025, is our School's commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne's position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

<https://eng.unimelb.edu.au/about/feit-2025>

4.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

4.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

4.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>

5. *Equal Opportunity, Diversity and Inclusion*

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

All FEIT employees are required to behave in a manner that creates; supports and encourages an inclusive and safe work environment for all.

<https://diversity.eng.unimelb.edu.au/#home>

6. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.