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## DUTY STATEMENT – CASUAL ROLE

# MBA Career Coach

Position Level

Level 8

Faculty/Division

Business

Original document creation

March 2023

### Position Summary

#### Level 8

An MBA Career Coach (Level 8) works with highly experienced MBA students to coach them through key exploration, development and achievement stages in their career journey. The MBA Career Coach utilises their high level coaching experience and industry background to act as a trusted advisor, supporting and guiding students to achieve their career goals.

#### This role will:

- Provide a tailored approach to career coaching to achieve strategic goals around student employment outcomes at post-experience MBA level.
- Conduct 1:1 Career Consultation appointments with students, in person and online.
- Capture individual consultation notes and record against the student record.
- Assist students with relevant tools and resources and provide recommendations as required.
- Manage availability and appointment schedule.
- Collaborate with other MBA Career Coaches to share advice, learnings, and resources.
- Liaise regularly with the Senior Program Officer (MBA) regarding upcoming appointment capacity and scheduling of other career education workshops, content design and other projects as they arise, and the Senior Industry Engagement Officer (MBA) on industry-specific inquiries and staying up to date with key recruitment rounds and employment market data.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

#### A person engaged is generally expected to have the following skills and experience:

- Extensive experience in coaching, including Executive Coaching, Career Coaching, career development workshop design and facilitation, or related experience.
- Deep understanding of the Australian employment market and related trends.

- Coaching qualifications (preferred) such as Graduate Certificate in Careers Education and Development, Strengths Profile Accreditation, and/or Design Your Life certification.
- Strong professional written and verbal communication skills.
- Excellent presentation skills, and comfortable delivering workshops in person or online.
- Familiarity with technology including Teams or Zoom and Microsoft Office suite.
- Additional qualifications or experience with other career development tools highly regarded.

### **Additional Pre-employment checks required for this position**

- Nil

#### **About this document**

This Duty Statement outlines the job duties, required skills & pre employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position contact the HR Business Partnering team.