

Position Description

Placement Officer

| | |
|-----------------------------|---|
| Position No: | 50142916 |
| College: | College of Arts, Social Sciences and Commerce |
| Campus/Location: | Melbourne (Bundoora) |
| Classification: | Higher Education Officer Level 5 (HEO5) |
| Employment Type: | Fixed Term, Full-time |
| Position Supervisor: | Senior Coordinator, Placement Operations |
| Number: | 50040128 |
| Other Benefits: | http://www.latrobe.edu.au/jobs/working/benefits |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

Evelyn Vancam, TEL: 9479 6557 Email: e.vancam@latrobe.edu.au

Position Description

Placement Officer

Position Context

The College of Arts, Social Sciences and Commerce comprises 4 Schools and 12 Departments across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

This position works as part of the Placements Operations team which co-ordinates professional experience opportunities for teacher education students across the College. This position undertakes administrative functions associated with placement and professional experience administration, and when required provide support across the broader Partnership Operation function.

Duties:

- In accordance with set procedures, evaluate, process and track placement requests, allocate students and liaise with various stakeholders.
- Assist in the development, documentation and implementation of procedures relating to student placements to ensure consistent business processes.
- Act as the main point of contact for students, staff and placement agencies, dealing with enquiries, providing support and guidance.
- Liaise effectively with organisational units and staff beyond the immediate unit to gather information, stay informed and contribute to the requirements of the Partnership Operations portfolio.
- Provide factual and accurate information, as appropriate to internal and external stakeholders regarding placements
- Access and maintain relevant University data bases and systems.
- Provide a range of administrative support services such as word processing, drafting routine correspondence, taking minutes and action items, organising meetings and following up on relevant action items.
- Commitment to providing excellent customer service to students, staff and the community which may require assisting the Partnership Operations portfolio during peak periods and at other times as required.

Key Selection Criteria:

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated capacity to organise work effectively and efficiently, prioritise tasks and deliver outputs in a timely manner.
- Demonstrated ability to deliver high quality customer services, prioritise customer requirements and an ability to liaise with a diverse customer base.
- Demonstrated ability to work in a multi-functional team environment and contribute positively to an effective team.
- Excellent written and oral communication and interpersonal skills, including the ability to develop and maintain excellent working relationships with colleagues, internal stakeholders and external providers.

- High level proficiency in computer software packages, including word processing, spreadsheets, databases, electronic mail and the internet, and the ability to maintain a high level of accuracy in administrative functions including data entry and document proofing.
- Ability to work extended hours during peak periods
- Demonstrated experience with an electronic records system and ability to acquire new database skills

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.