

EXECUTIVE, CAREER SERVICES

SCHOOL/UNIT	Student Life
SUB-UNIT	Career Services
CLASSIFICATION	HEW Level 5
WORK LOCATION	Main campus

ORGANISATIONAL CONTEXT

Monash University is a modern, global, research-intensive university, delivering education and research excellence in Australia and across the Indo-Pacific. We are making a positive impact on today's global challenges – whether by mitigating climate change, easing geopolitical insecurity or fostering healthy communities. Monash University is Australia's largest university and a member of the prestigious Group of Eight, a group of Australia's eight leading research universities. We have been consistently ranked among the world's top universities, at 42nd globally in the QS World University Rankings and 54th in the Times Higher Education World University Rankings in 2024, reflecting our strong commitment to academic and research excellence.

Monash University is a global university with four campuses in Australia and a campus in Malaysia and Indonesia. In India, Monash Research Academy is a postgraduate research and PhD training partnership with the Indian Institute of Technology Bombay, whilst Monash-Suzhou is a partnership between Monash University and Southeast University focused on world-class research and training in China. The Monash University Prato Centre meanwhile provides a European base for international research and education. Additionally, Monash has extensive international partnerships and study abroad programs with more than 100+ partner universities around the world.

Established in 1998, Monash University Malaysia is Monash's third-largest campus and one of Malaysia's most respected higher education institutions. We were awarded the prestigious "Berdaya Saing" (Competitive) status for the SETARA rating assessment by the Ministry of Higher Education Malaysia in 2022, cementing our position in the very top cohort of outstanding universities in the country. In the same year, we retained our five-star rating for research excellence from the Malaysia Research Assessment (MyRA).

We attract students from Malaysia and all over the world. More than 9,200 students representing approximately 72 nationalities are currently enrolled at Monash University Malaysia, and they enjoy a quality study experience supported by committed staff members. Since welcoming our first cohort of 417 students, we have graduated more than 26,500 students.

We pride ourselves in educational excellence, offering degrees in arts and social sciences, business, engineering, information technology, medicine, psychology and health sciences, pharmacy, and science across seven schools. New courses in emerging areas, including artificial intelligence, data science, digital business and pharmaceutical science, expand our range of internationally-recognised degrees for a

changing world. We invest in constantly upgrading our facilities to incorporate cutting-edge teaching and learning technology to enhance our students' and staff's experience.

In line with Monash University's strategic plan, Impact 2030, our research focuses on issues of national and global significance. We strive to formulate and implement solutions that could mitigate the effects of climate change, promote geopolitical security in the ASEAN region and improve health and wellbeing to enable communities to thrive. Our [research projects](#) and [researchers](#) are making long-term and sustainable impact across health, economics, policy, technology, the environment and society at large. We also offer a broad range of [world-class infrastructure and services](#) to support the needs of the research community and industry.

Our campus is located in Greater Kuala Lumpur, one of the region's industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research are oriented towards deep engagement with this dynamic socio-economic and industrial landscape.

Monash University Malaysia is committed to delivering quality education and research to address the global challenges of our time, and we have ambitious plans to reach our goals. Join us as we make a positive difference for the betterment of communities worldwide.

For further information, please visit www.monash.edu.my.

The Student Life Unit is charged with leadership, management and innovation in the provision of high quality non-academic services to students at Monash Malaysia. The Unit comprises Student Support and Development, Career Services, Counselling Health and Wellness, Disability Support Services, International Student Support, Monash Abroad, Student Administration, Admissions, International Student Pass, MUM Connect and Scholarships.

POSITION PURPOSE

The Executive, Career Services provides a range of high-level administrative and project coordination services to support the end-to-end delivery of programs and activities of Career Services. The Executive will support the program team to ensure timely planning, delivery and evaluation of the programs that make up the Career Services portfolio. The position assists the Manager, Career Services by developing project documentation, updates and reports, and undertakes a variety of administrative duties to support the delivery and evaluation of the Career Services programs and the TeaMWork program objectives.

The Executive demonstrates proficiency and skill in their approach, delivering informed and prompt guidance and assistance to program personnel and relevant stakeholders.

Reporting Line: The position reports to Manager, Career Services under general direction.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Act as key liaison person for Career Services and provide program support services, including assisting with project scoping and identifying deliverables, monitoring and reporting on program progress, and developing and collating documents, reports and correspondence.
2. Support the delivery of project related tasks, ensuring they are completed in accordance with agreed standards and timeframes.
3. Develop appropriate promotional, advertising and communications activities to promote the Career Services initiatives and services to students, employers and other relevant internal/external stakeholders.
4. Apply knowledge of multi-media, social media, and internet technologies to promote career development/employability opportunities for students.
5. Maintain effective working relationships with a network of internal and external contacts to facilitate communication and support program objectives.
6. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

A degree or equivalent (desirable)

Knowledge and Skills

1. Demonstrated administration and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes.
2. Strong planning and organisational skills, with experience establishing priorities and meeting deadlines.
3. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative.
4. Strong relationship building skills, including the ability to interact with a variety of stakeholders.
5. Strong research, analytical and problem-solving skills.
6. Highly-developed interpersonal and communication skills, including experience in developing professional documentation.
7. Highly-developed computer literacy with the ability to use project management software.

OTHER JOB RELATED INFORMATION

- There may be a requirement to work additional hours from time to time.
- There may be peak periods of work during which taking of leave may be restricted.

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.