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| **Position Description** |

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| **Senior Coordinator, Industry Mentoring** | |
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| **Position No:** | NEW |
| **Department:** | Student Success |
| **Division:** | Employability and Industry Engagement |
| **Campus/Location:** | Melbourne (Bundoora), travel to La Trobe's regional campuses may be required |
| **Classification:** | Higher Education Officer Level 7 (HEO7) |
| **Employment Type:** | Continuing, Full-time |
| **Position Supervisor:**  **Number:** | Director, Educational Experience  50133210 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

Careers & Employability – http://latrobe.edu.au/students/careers

**For enquiries only contact:**

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| **Position Description** |

**Senior Coordinator, Industry Mentoring**

**Position Context**

The Portfolio of the Deputy Vice-Chancellor (Academic) is responsible for enhancing the quality of teaching, learning, the student experience, internationalisation, indigenous education and employability outcomes. Student Success supports students to connect to their study, community and career. The Student Success portfolio works in partnership with students, the academy and other LTU service divisions, our community and industry to provide outstanding experiences that support student transition and success across the student lifecycle and beyond. Student Success plays a primary role in facilitating success and retention initiatives across the university and includes the following teams:

* Employability and Industry Engagement
* Excellence Academy
* Orientation and Transition
* Regional Student Engagement
* Schools Partnership Program
* Student Learning
* Succeed at La Trobe
* Tertiary Enabling

In leading these areas, the Portfolio places a strong emphasis on collaborative and inclusive relationships with students, colleagues in Colleges and other departments and groups across the university.

The position reports to the Director, Educational Experience, and the successful applicant will support the implementation of the La Trobe University 2018 – 2022 Strategic plan, and day to day operations, by connecting Our students with Employers and Industry. This primarily involves: building deep and effective relationships across the relevant employer network; leveraging these relationships to enhance student Employability.

The Employability and Industry Engagement team develops and coordinates the provision of services, programs and activities designed to enhance and enrich the university experience and Employability of all students. The team works in partnership with staff in Divisions, Colleges and Schools on curricular and co-curricular programs designed to assist students to succeed in their studies and transition into successful and rewarding careers as world ready, work ready, career-ready graduates.

This position’s primary focus is the coordination and management of the Career Ready mentoring program, recruitment, retention and matching of students and employers as mentees and mentors.

Some international travel may be required.

**Duties at this level may include:**

* With guidance, design, develop and deliver the Industry Mentoring Program.
* Ongoing management and administration of the Industry Mentoring program including the recruitment of both students and mentors, from a wide range of disciplines, diverse backgrounds and the matching of mentorship pairs.
* Independently monitor, review and makes suggestions for enhancement of mentoring programs and other initiatives.
* Develop, implement and promote a calendar of industry mentoring events across all campuses to grow student recruitment and build effective networks.
* Develop effective marketing and communications collateral to promote the program and its offerings.
* Working closely with internal stakeholders including Alumni and Advancement, Schools and Colleges, Employer Engagement and La Trobe International to identify and recruit industry mentors and mentees across all campuses.
* Ensure that industry mentoring programs integrate with and leverage other programs that exist within the University, particularly those delivered by Student Success.
* Off campus travel to engage with industry partners in marketplace, in addition to travel to La Trobe’s regional campuses, staying overnight where necessary. Some overseas travel may be required as the program develops and establishes.
* Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
* Undertake other duties commensurate with the classification and scope of duties of the position as required by the Director, Educational Experience or Pro Vice-Chancellor, Student Success.

**Key Selection Criteria:**

**Essential**

* An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Demonstrated experience in the implementation, management, marketing and growth of large scale student programs and other industry initiatives.
* Excellent interpersonal skills, especially the ability to influence and build relationships, with capacity to work collaboratively and cooperatively in small teams
* Excellent written and verbal communication skills.
* Demonstrated high level of self-motivation and personal management skills.
* Demonstrated high level organisation, planning and problem-solving skills, with an ability to manage several different projects concurrently.

**Desirable**

* A combination of Higher Education and commercial experience.
* Prior experience in delivering industry mentoring programs/initiatives.
* An understanding of the major issues and current trends in career development and Employability, especially as they relate to the Higher Education sector.

**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.

For Human Resource Use Only

Initials: Date: