
Position Description

Position Title:	Adviser (Internships)
Position Classification:	Level 6
Position Number:	320964
Faculty/Office:	Deputy Vice-Chancellor Education
School/Division:	
Centre/Section:	McCusker Centre Citizenship
Supervisor Title:	Manager, Industry Partnerships
Supervisor Position Number:	319444

Your work area

The McCusker Centre for Citizenship (The Centre) was established in late 2015. The Centre is collaborating with students and the broader UWA community, not for profit and community organisations, industry, government and business to make a difference in our communities locally, nationally and globally.

The McCusker Centre for Citizenship offers an award winning structured, quality internship program with not for profit, community and government organisations locally, regionally and globally. Since establishment, more than 1,326 internships have been undertaken contributing more than 146,152 hours of service to the community.

The Centre also offers students a selection of other programs for example, global exchange, global internships, mentoring and academic units focused on citizenship.

Reporting structure

Reports to: Manager, Industry Partnerships

Your role

As the appointee you will, under limited direction, work closely with the Industry Partnerships Manager and Centre Director to support the delivery of the internship program at the McCusker Centre for Citizenship.

Your key responsibilities

Act as the main contact for students and/or partners

Provide high quality advice regarding the program(s) to new and existing students and partner organisations

Provide high level administrative and operational support, including office systems, policies and procedures to ensure the efficient operation of the program(s)

Problem solve to ensure quality outcomes for students and partner organisations

Provide advice to the Manager and Director (where required) including business process improvements and analysis of data.

Liaise closely with key internal and external stakeholders

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications in a relevant discipline or equivalent competency

Experience in working closely with students, student systems and industry partners to deliver a quality program

Highly developed written and oral communication skills with emphasis on attention to detail and ability to communicate with diverse audiences

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines and deliver on specific outcomes

Ability to critically analyse and problem solve to identify service improvements and efficiencies

Proficiency in a range of computing skills in word processing, spreadsheets and project plans, databases, internet, email and website development

Ability to work independently, show initiative and work effectively in a team environment

Special requirements (selection criteria)

A valid 'C' class Driver's licence

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.