

Position Title	Adviser (Internships)
Classification	Level 6
School/Division	Deputy Vice-Chancellor Education
Centre/Section	McCusker Centre Citizenship
Supervisor Title	Manager, Industry Partnerships
Supervisor Position Number	FSR 319444
Position Number	FSR 319447, 319449

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)

Current "C" class driver's licence

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/