Currently available positions

Further details on these positions is available from:

Flinders University
Careers and Employer Liaison Centre
Third Level, Student Centre

WorkReady Program Project Officer
Tel: (08) 8201 2832
Email: workready@flinders.edu.au
Web: www.flinders.edu.au/workready
**PositionID** WRVAC3747
Computing/IT Science Arts/Social Sciences/Hum

**ACS Ambassador**

As an ACS Ambassador, you will play a crucial role by representing the society at your university. You will be required to become an ACS member and an active member of the Young IT group. You will be required to help promote ACS membership and activities to other students. Ambassadors will work within the Society's Young IT special interest group, to promote the association and its events to students at university. Ambassadors are also required to help plan and co-ordinate local events held by the Young IT group. This may require getting involved in events such as O'week at your campus, where ACS will have a stall to provide information about the association to students. Other events may be networking events usually held in the Adelaide CBD. The time commitment would usually range from 1- 4 hours per month.

**Location**  On campus + City

**Closing date**  As soon as possible

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**PositionID** WRVAC2293
Environmental

**Animal Care in Wildlife Park Setting**

**Expression of interest vacancy.** Animal Care in open plain zoo environment. Students undertaking this placement will work under supervision to perform manual work of a semi-skilled nature associated with the husbandry and management of wild animals. This will include routine cleaning and environmental management of wildlife habitats, assist with food preparation, feeding, watering & general husbandry of animals, observe reporting procedures on matters concerning births, deaths, movements, husbandry and health of animals, observe public relations & education activities, observe and assist with maintenance, cleaning, food & stores collection and other duties as required. Availability of placement will depend on numbers of work experience people already on placement at any one time - there may be a waiting list at time of contact.

**Location**  Monarto

**Closing date**  On-going

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**PositionID** WRVAC2224
Science Environmental

**Animal Care & Rehabilitation**

Description of tasks/duties involved in placement:
Animal Care and Rehabilitation, Enclosure Maintenance, Food preparation, Feeding animals, Treating animals. Noting animal health, behaviour, etc Interacting with public & co-workers

**Location**  Cherry Gardens

**Closing date**  Ongoing
Arts Administration Intern

**Expression of Interest** - The Arts Administration Intern will work across all departments at Adelaide Fringe assisting in the day to day management of the business as well as having the opportunity to work in various departments on specific jobs. Adelaide Fringe is an annual open-access arts festival run over four weeks in Adelaide, South Australia during February and March. It is one of the largest, most popular and diverse arts Festivals in Australia. Thousands of artists from around Australia and across the globe participate alongside home-grown talent, in art forms spanning cabaret, comedy, circus & physical theatre, dance, film, theatre, music, visual art and design.

**Key Responsibilities:** (below are examples only of some of the tasks involved)
- Assist the Administration Coordinator and Reception staff member in the day to day duties of office coordination such as filing, printing collateral, updating contact lists and general office duties.
- Assist in populating the online management tool as required. Onsite training will be provided.

**Location**  Norwood

**Closing date**  Ongoing opportunities

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Assistant for Wilderness Areas

Assist with National Park rangers and Trek Tours Australia to maintain/repair and rejuvenate National Park land/tracks and walking trails. Duties may include replanting native vegetation, weed eradication, painting shelters, replacing/removing trail markers and animal rescue. Participation fee to cover some costs may be required.

**Location:** Alice Springs and Katherine (NT)

**Closing date**  Ongoing

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Assistant to Community Grant Writer

Researching grant opportunities that are available to assist with the growth and development of the Wellbeing Centre at Wirreanda Secondary School. Placement will also involve working with the centre’s staff to undertake the writing and submission of grant applications. Grants to assist Wellbeing Programs and humanitarian expeditions to Cambodia.

**Location**  MORPHETT VALE

**Closing date**  Ongoing
Carclew Youth Arts - Expressions of interest for activities

Expressions of interest for activities at Carclew can be lodged by students interested in obtaining experience in a variety of roles. Project and activities may be available in Administration - Arts & Education - Indigenous Arts & Culture - Publicity & Marketing - Visual Arts & Digital Media - Industry Development and in producing the 'Lowdown Magazine'. Placements can vary depending on the students’ interests, and skills. Placements will also depend on what is happening at Carclew at that particular time of year. Students could also undertake a research based project.

Location  North Adelaide
Closing date  On-going

Caseworker Assistant / Mediation Volunteers

Expression of Interest Opportunity. Mediation volunteer positions are available to suitable students within our State wide Community Mediation Service. Positions are voluntary & supervised by relevant mediation personnel. Positions are appointed based on the relevant skills & knowledge of individual students & subject to a successful interview. Must have very good computer skills. Appointment to positions include any of the following duties: 1) providing assistance to our mediators in various areas, including note taking for mediators in relation to their client interviews, 2) providing office administration / clerical support 3) in special cases assisting workers with special projects; and/or 4) any other relevant duties. A current Police Check is required when undertaking this role - the participant is required to pay the costs associated with the Police Check. Participants must be able to commit for a minimum of 6 months. Part time - usually 1 full day (or equivalent) per week Mon - Fri. Actual days & times to be negotiated with the host organisation.

Location  Warradale
Closing date  On-going
**PositionID** WRVAC3737

**Education Psych/BehavSci/SWrk/Community**

**Children with Special Learning Needs Volunteer**

Supervise, encourage, guide, and give positive learning experiences to children between the ages of 5 and 15 whilst they follow a designated program to develop auditory and visual processing skills. The Volunteer will be under the direct supervision of the Director at all times. The Volunteer will be asked to supervise program participants whilst doing craft activities to develop fine motor skills, as well as help to prepare activities for use and set up and pack up activities and the area. This will involve some cleaning of surfaces of play dough, poster paint, paper scraps, etc at times. The Volunteer will also supervise components of the program after initial training. Students in 2nd, 3rd or 4th Year in Early Years, Primary or Middle years Education students or Disabilities studies are welcome to apply. Also required: Basic First Aid PLUS CPR, National Police Check and Responding to Abuse and Neglect.

**Location** Coromandel Valley

**Closing date** Ongoing

**PositionID** WRVAC2485

**Health Sciences Nursing**

**Chronic Condition Practice Nurse or Project Assistant for ME/Chronic**

- To help us prepare a practice nurse kit to support General Practice care planning for people with ME/Chronic Fatigue Syndrome in the Southern Area.
- To support peer leaders to facilitate ME/CFS self management programs and care pathways.
- To finalise care pathways and service frameworks. After several years of facilitating ME/CFS chronic condition self management programs and care planning we seek a person who will help us bring together written resources into a Practice Nurse Kit to enable General Practices to give people with ME/CFS the time needed for diagnosis and treatment within the current Medicare and community care arrangements.

**Location** Office in Aberfoyle Park, visits to groups in local areas

**Closing date** Apply as soon as possible
**Conservation Volunteers - World Conservation**

The Conservation Volunteers - World Conservation Programs give you the opportunity to volunteer overseas with a local conservation organisation. You will be volunteering on conservation and cultural projects in an environment quite unlike anything in Australia. Projects run for between one to four weeks and depart at certain times throughout the year. Experience the rich culture and history of Japan whilst helping in a remote village in the mountains, learn valuable practical skills on a training program in California or assist with Anzac Day ceremonies in Gallipoli. Destinations also include Africa, Central & South America, Europe and many more destinations! The program price includes meals, accommodation, project related transport, program management & development fee, and part of the program price also includes contribution towards conservation programs here in Australia. The program price does not include, airfares, travel and medical insurance, visas, vaccination related costs, airline and departure taxes, or passport related costs. This is the Opportunity of a Lifetime!

**Location** Various locations around the world.

**Closing date** On-going

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**Data Analysis / Clerical Work for ATSI Students**

Data Analysis of ATSI students in Numeracy and Literacy. We are aiming to increase the Numeracy and Literacy results of our ATSI students in years 8, 9 and 10 by providing intensive support, focused on assisting students to complete assessment tasks, and building their basic literacy and numeracy skills. Assist ATSI team in creating measureable data reports to assist in their learning.

**Location** Morphett Vale

**Closing date** Ongoing
<table>
<thead>
<tr>
<th>PositionID</th>
<th>Data Analysis /Clerical Work for Students with Specific Learning</th>
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<tbody>
<tr>
<td>WRVAC3745</td>
<td>Working with staff in the Wirreanda Secondary School &amp; Learner Wellbeing Centre to assist with Data Analysis of students with specific learning needs in Numeracy and Literacy. We are aiming to increase the Numeracy and Literacy results of our students in years 8, 9 and 10 by providing intensive support, focused on assisting students to complete assessment tasks, and building their basic literacy and numeracy skills. Assist team in creating measureable data reports to assist in their learning.</td>
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<tr>
<td>Location</td>
<td>Morphett Vale</td>
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<tr>
<td>Closing date</td>
<td>Ongoing</td>
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<tr>
<th>PositionID</th>
<th>DEWNR Work Experience</th>
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<tr>
<td>WRVAC2458</td>
<td>Expression of Interest. Depending on availability, the Department of Environment, Water and Natural Resources offers unpaid work experience where you can learn about the fundamentals of a particular job or work environment. Work experience placements are part of a program that is formally integrated into secondary or post-secondary education. Being offered a placement depends on available opportunities, but also any experience you may have had and your aptitude for the role. Work experience applications are assessed on a case-by-case basis, usually by the manager of the relevant work area.</td>
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<tr>
<td>Location</td>
<td>Varies</td>
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<td>Closing date</td>
<td>Ongoing</td>
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<tr>
<th>PositionID</th>
<th>E-Volunteers Pro-Bono</th>
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<tbody>
<tr>
<td>WRVAC1543</td>
<td>Ready to check out the world of e-volunteering? Please do, with e-vols at Roma Mitchell CLC. What is e-volunteering? E-volunteering, ‘e-vols’, is dedicated to the pro-active advance of human rights, with the long-term goal of securing these rights through constitutional change. We have engaged with refugee and Indigenous human rights issues, and the peace movement. The only pre-requisite for participating with e-vols is an interest in fostering the development of a human rights culture. At this stage, e-volunteering does not involve direct client casework, but presents an opportunity to address the bigger picture rights issues that affect all people.</td>
</tr>
<tr>
<td>Location</td>
<td>Norwood</td>
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<tr>
<td>Closing date</td>
<td>Ongoing</td>
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</table>
**Position ID**  WRVAC3792

**Gay/Straight Alliance Facilitator**

Work with school and Learner Wellbeing Centre staff to Implement Gay/Straight Alliance at Wirreanda Secondary School. This opportunity will enable placement participants to - Provide support and pro-active strategies to students identifying as GLBTIQ. - Promote and Facilitate Student Involvement In Community and - Provide a safe social outlet for students.

**Location**  Morphett Vale

**Closing date**  Ongoing

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**Position ID**  WRVAC2419

**Journalist /Reporter for Health Magazine/Website**

To write up website content and promotional descriptive type health Information to both inform and raise awareness of a specialist chronic condition management service in South Australia. Duties or tasks

* To write website content and promotional type materials
* To collate and desktop publish referral and care pathways
* To write news type report ready for publication
* To review information and materials for their use by Australian consumers
* To summarise key points from south Australia's Chronic Disease Action Plan 2009 - 2018

* If students wish we are happy for them to help us publish this

**Location**  Office in Aberfoyle Park, visits to groups in local areas

**Closing date**  Apply as soon as possible
Junior Coach

Junior coaches will provide 2 nights of coaching per week (except under 6-8 where only 1 night is required) and will coach games as required usually on Sundays.
"They will be responsible for their teams but more importantly individual player developments.
"Coaching should be conducted in accordance with the FFA National Curriculum.
"Focus should be on player development rather than winning at all costs in order to develop every player on the park and encourage team play.
"Miniroos coaches (up to under 11s) Will be expected to give all players equal game time where possible.

Location Varied locations (metropolitan)
Closing date Ongoing

Labs N Life Project Officer

**Expression of interest.** Labs N Life is a not-for-profit organisation that works with at risk youth to train Labrador Retrievers as companion dogs for children on the Autism Spectrum. The Project Officer will be trained to assist with the delivery and facilitation of the Labs N Life sessions at various locations. The Project Officer's role also involves evaluating the Labs N Life Program [eg: engagement of young people at risk, social wellbeing, training and placing companion dogs, cross generational relationships, school retention]. Successful applicant will be required have or obtain a Police Clearance. Currently studying at Flinders preferably in the 2nd or 3rd year of your degree in the disciplines of Arts, Business, Education, Psychology, Behavioural Science, Social Work, Health Sciences or similar.

Location Mainly Southern Suburbs
Closing date Ongoing

Learning Centre Tutor

Working with staff in the Wirreanda Secondary School & Learner Wellbeing Centre to assist students with learning difficulties and to provide tutoring support.

Location Morphett Vale
Closing date Ongoing
**PositionID** WRVAC2486  
**Life Work Pathways Program for Chronic Condition, Peer Leaders**

An active Volunteer Program is seeking a person who understands the Flinders and Stanford approaches to chronic disease management to help us implement a project designed to demonstrate life / work pathways for peer leaders living with chronic conditions particularly ME/CFS and chronic pain syndromes.

**Location**  Aberfoyle Park  
**Closing date**  Apply as soon as possible

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**PositionID** WRVAC3677  
**Literacy/Numeracy Tutor - WAVE Program**

The WAVE program offers education and support to 100 high school students aged 16-23. At WAVE they have a second chance to achieve their SACE or VET pathway and to develop career options. In addition to teaching staff we have 2 youth workers and 2 mentors to assist our students with a variety of barriers that have impacted their ability to complete their schooling in a main school setting. This could be due to poor health, behaviour, social problems, family breakdown, homelessness or being young parents. This placement will involve individual tutoring for the program participants to support the development of literacy and numeracy skills and support them to complete their school work. The placement participants will be assisted and supervised by WAVE program staff.

Placement Tasks - 1) Work one on one to assist the students to complete their classwork in different capacities - eg some students have very low literacy and numeracy and need to develop these skills before they can succeed at SACE.

**Location**  Morphett Vale  SA  5061  
**Closing date**  Ongoing opportunities

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**PositionID** WRVAC3746  
**Lunch Club Facilitator - High School Wellbeing Learning Centre**

Working with Inclusive Education staff in the Wirreanda Secondary School & Learner Wellbeing Centre to implement fun lunch time activities that engage students in positive, social resilience building interactions with others at Wirreanda Secondary School. This opportunity will enable placement participants to - Provide support and pro-active strategies to students. - Promote and Facilitate Student Involvement In Community and - Provide a safe social outlet for students.

**Location**  Morphett Vale  
**Closing date**  Ongoing
Opportunities for Biologists

**Expression of interest** - The Biology Society of South Australia (BSSA) provides opportunities for people to assist with various field research programs and biological surveys. BSSA aims to create a network of people interested in assisting with field activities and so facilitate the provision of people resources to help researchers including postgraduate students. Student will be required to join ($10 per annum) which provides them with the opportunity to be linked to up-to-date opportunities, quarterly newsletters as well as to attend 4 meetings per year in which a scientists/professional speaks about a project or their path to a career in the sciences, mainly with a field based work emphasis. Great networking opportunity! For further details please visit: http://www.biologysocietysa.com

**Location** various

**Closing date** On-going

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Pro Bono - Legal Student Assistant

Law students are invited to participate in administering the Roma Mitchell Community Legal Centre Evening Advisory Service (EAS) - (Monday and Thursday from 4.00pm - 7.30pm) - daytime volunteers also needed. Roma Mitchell Human Rights Volunteer administers a volunteer program in Reconciliation and Human Rights. Legal advice - evening advisory service is provided in person, by telephone (answer phone) bookings confirmed at least 24 hrs prior to appointment. Law students do not give advice, but are involved with the consent of the client and solicitor in interviews. Both our legal and community volunteers assist with the appointments on the EAS but only the legal volunteers may attend and observe interviews if the client and lawyer agree.

**Location** Norwood

**Closing date** Ongoing opportunities
Position ID: WRVAC3794  

School Wellbeing Program Assistant

Arts/Social Sciences/Human Education  
Psych/BehavSci/SWrk/Community Health Sciences

Assist in the ongoing organisation of a high school's Learner Wellbeing Centre that will provide students and their families with access to allied health professionals such as GP and mental health services; Community Service Consultants; Youth work; School Counselling; Case Management and other professionals in the youth sector. The placement will involve: creating leaflets; creating wellbeing materials for school community; helping with the establishment of a learner wellbeing centre and the calling of local service providers; and a genuine interest in the health and wellbeing of young people. Assist in the daily running of the Learner wellbeing centre. 

learnerwellbeingcentre.wordpress.com

Location: Morphett Vale  
Closing date: Ongoing

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Position ID: WRVAC3795  

Senior High School English Assistant

Arts/Social Sciences/Human Education

Support English staff with proof reading/editing student work - onsite or offsite, willing to adjust to volunteers needs. Work with students and staff in the Wirreanda Learner Wellbeing Centre to correspond onsite or online to offer assistance. Give advice, instruction and facilitate learning on EDMODO. Assisting Year 12 Students with English Communications. This subject focuses on the development of English skills, and in particular the communication process. Students learn to recognise the conventions of different text types and contexts. They consider the role of language in communication between individuals, groups and organisations. By reading, writing, viewing, listening and speaking, and through the use of information and communication technologies, students develop literacy skills in a broad range of contexts. Edmodo is designed to get students excited about learning in a familiar environment. On Edmodo, teachers and tutors can continue classroom discussions online, check for student understanding, submit.

Location: 105 Richards Drive, Morphett Vale, 5162  
Closing date: Ongoing
Surveying Industry Placement

Studying, but not sure where your degree will take you... Why not road test what a career in Surveying can offer by undertaking a work placement? Experience the diversity of a Surveyors lifestyle; whether it be undertaking outdoor fieldwork or using the latest technology to create plans indoors, no two days are the same. And with an abundance of job opportunities and graduate salaries starting at about $48k p.a. now is the time to try it out. Surveying SA helps assist students obtain work experience placements in the Surveying Industry. Come to one of our drop-in times to discuss options further.

Location  Adelaide & surrounding
Closing date  Ongoing

Tour Guides in Wildlife Park Setting

Opportunities for students to undertake volunteer work as Tour Guides for a well known open plains wildlife park. To become a tour guide, applicants will need to undertake two consecutive weekends of training in the first instance. Tour Guide intake is offered twice a year and students will need to register their interest with the employer in the first instance. More information is available from the WorkReady Officer.

Location  Monarto
Closing date  On-going

Tutor for ATSI Students

Tutor and support ATSI (Aboriginal And Torres Straight Islander) students in their Numeracy and Literacy subjects in a supportive, dynamic and exciting environment. The ATSI Team at Wirreanda are aiming to increase the Numeracy and Literacy results of our ATSI students in years 8, 9 and 10 by providing intensive student centred support. We will focus on helping students to complete assessment tasks, and building their basic literacy and numeracy skills. Tutors would be working one on one and in small groups with ATSI and Non-ATSI students. Mini Lessons and session will be held in important skills. An alternative program will also be run which develops student's work, life and study skills while helping them gain SACE points and transition back to mainstream classes.

Location  Morphett Vale
Closing date  Ongoing from Term 1 in 2016
Volunteering opportunities at Mitcham Council

Expression of interest. Various opportunities are available at the City of Mitcham in a variety of settings, including the Mitcham Cultural Village, Local History Service / Heritage Research Centre and the Community Information Service. Find out if there is something for you.

Location    Mitcham area
Closing date Ongoing

PositionID    WRVAC2725

Work Experience opportunities in various areas with local Council

Expression of Interest only. Meaningful work experience opportunities are available for participants to gain an understanding of the requirements of a particular occupational area in which they are placed, as well as gaining practical on the job experience in a large diverse organisation. Areas available include: Administration - Assets - Engineering - Civil works - Community - Communications - Development Services - Environment - IT - Libraries - Neighbourhood Centres - Open Spaces - Operational Support - Organisational Development - Strategy.

Location    Oaklands Park
Closing date Ongoing
Work Experience with Local Council

**Expression of interest.** This Council's Work Experience Program gives students the opportunity to gain practical on the job experience and skills in a large, diverse organisation. Their workforce is organised into three major departments and the Chief Executive Officer Unit with staff covering all types of professions – from Planners and Librarians through to Rangers and Truck Drivers. Our main office is located at Noarlunga Centre, and we also have two area offices situated in Aberfoyle Park and Willunga. You are able to apply throughout the year to undertake work experience so come to a WorkReady Drop-in session to find out how to lodge your application form.

**Location**  Southern Suburbs

**Closing date**  Ongoing

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**PositionID**  WRVAC1857

**Zoo Keeper**

To gain hands-on experience and an insight into the day to day responsibilities of caring for zoo animals and their environments. Students can apply to undertake a 5 day work experience placement - work shadowing various Zoo Keepers. Students must be studying animal related courses at Flinders University to be eligible to apply.

**Location**

**Closing date**  On-going