



POSITION DESCRIPTION

EXPRESSION OF INTEREST

FIRST GENERATIONS MENTOR PROJECT COORDINATOR CAREERS AND EMPLOYER LIAISON CENTRE

Vacancy Reference No:	08101
Major Cost Centre:	Central Administration
Organisational Unit:	Careers and Employer Liaison Centre (CELC), Academic and Student Services Division
Classification:	Higher Education Officer Level 6
Salary Range:	\$54,906 to \$58,641* pa full-time
Superannuation:	Employer contribution of 9% of salary
Total Remuneration Package:	\$59,848 to \$63,919* pa full-time <i>The total remuneration package includes salary and employer superannuation contributions.</i>
Employment Type:	Fixed-term, part-time (0.8) Available for 12 months
Supervisor (Title):	Head, Careers and Employer Liaison Centre
Closing date:	5.00 pm, Monday 28 April 2008

**Effective 21 June 2008*

KEY PURPOSE

The First Generations Mentor Project links year 10 students who are the first in their families to aspire to tertiary pathways with University student mentors to support their secondary education (including their participation and development of skills) through the use of the Future SACE Personal Learning Plan.

The First Generations Mentor Project will target students attending schools with typically low Year 12 completion rates and in particular will target those from low socio-economic backgrounds, who would be the first in their families to attend University including Indigenous students, students from non-English speaking background and women interested in studying in non-traditional areas.

Funding for this position has been obtained from the Future SACE Office and from Flinders University. As such the position's key responsibilities and outcomes (as detailed below) will be proportionally divided between developing the First Generations program using the SACE Personal Learning Plan (e.g. 3 days per week) and extending current mentoring initiatives to new schools (e.g. 1 day per week).

ORGANISATIONAL ENVIRONMENT

The Careers and Employer Liaison Centre (CELC) is part of the Academic and Student Services Division. The CELC facilitates students' entry into employment by providing services to prospective students through to graduate job seekers. This is done through:

- Employer and recruitment services
- Internship, vacation work and work experience opportunities
- Graduate skill development and leadership programs
- Mentor schemes linking and supporting prospective and undergraduate students and a Graduate Mentor Program linking students with Alumni in their chosen field
- Job skills training and information
- Self-help resources
- Career development programs and counselling
- A drop-in service.

Details at: www.flinders.edu.au/careers

The Centre also manages the University's Regional Development Program, which includes linking and developing initiatives with key regional areas of South Australia. These projects have a focus on:

- Encouraging and supporting participation in education
- Assisting students to gain access to courses at Flinders and to complete their studies successfully
- Providing advice and assistance to help these students make the transition into University and to employment when they graduate
- Increasing the two-way interaction between the University and local industry, including research collaboration and consultancy and
- Increasing linkages between the University and its partner communities.

Details from: <http://www.flinders.edu.au/community>

KEY RESPONSIBILITIES AND OUTCOMES

Perform a range of functions and tasks to assist in the development of the University's Mentoring Programs for students including:

- Develop, coordinate and program mentoring activities
- Collaborate closely with nominated schools to deliver the First Generations Project using the new Future SACE Personal Learning Plan
- Recruit, train, allocate and support mentors in relation to the First Generation Mentor Project and other Mentoring initiatives allocated to the position
- Collaborate with the Inspire Mentor Program Coordinator to undertake and support mentor and mentee training programs
- Identify and source potential sponsors in order to secure ongoing funding
- Promote and coordinate the external relationships involving Flinders students with schools and,
- Promote the programs to Flinders University students, staff and outside parties.

Other associated responsibilities as requested by the Head, Careers and Employer Liaison Centre and Director, Academic and Student Services.

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbent will determine their own priorities and operate within the framework of established policies and work systems. Specific outcomes will be reviewed.

SUPERVISION PROVIDED TO OTHERS

No supervisory responsibilities are required for this position.

WORKING RELATIONSHIPS

This position reports to the Head Careers and Employer Liaison Centre. The incumbent will work closely with the Inspire Mentor Program Coordinator to ensure that program outcomes are met.

The position will also liaise with the Prospective Student Advisors and Admissions staff, the Careers Development Consultants, Transition to University Coordinator, WorkReady and Industry Liaison Officer, the Graduate Skill Development Coordinator, the Regional Partnerships Development Coordinator, Administrative and Academic staff.

Other services that may be involved in the project include the Health and Counselling Service, Student Learning Centre and Student Services.

The incumbent is expected to consult with his/her supervisor on matters where activity cannot easily be determined by reference to past practices or established procedures.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

ADDITIONAL REQUIREMENTS

- A cleared Criminal History Screening Check from the DECS Criminal History Screening Unit is required.
- Some after hours and weekend work may be required

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

1. Highly developed interpersonal skills with the ability to liaise with schools (staff, students and parents) and with University staff and students.
2. High level organisational skills with demonstrated ability to plan and prioritise work and meet deadlines.
3. Excellent written and oral communication skills.
4. Proven ability to work independently and as a member of a team.
5. Experience working with young people and / or working with young people experiencing disadvantage, including Indigenous young people.
6. Tertiary qualification with relevant experience or equivalent combination of relevant experience and /or education/training in education, community/human services sector.

Desirable criteria

1. High level computer skills and familiarity with associated software (Word, Excel, Powerpoint and Filemaker Pro/Access).
2. Experience in the use of the WWW in the delivery of services.
3. Ability to identify and source additional funding resources.

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact Ms Catherine Koerner, Inspire Mentor Program Coordinator, Careers & Employer Liaison Centre

Email: catherine.koerner@flinders.edu.au

Telephone: 08 8201 2832

Candidates are encouraged to discuss the position with the contact person before sending in a written application.

SUBMITTING AN APPLICATION

All applicants must complete an *Application for Employment Cover Sheet* available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

All applicants must include, with their application, a curriculum vitae and a brief commentary against the essential and desirable criteria detailed above.

Expressions of Interest should be emailed to Catherine.Koerner@flinders.edu.au or posted to Ms Catherine Koerner, Inspire Mentor Program Coordinator, Careers & Employer Liaison Centre, Flinders University, GPO Box 2100, Adelaide SA 5001 by close of business on Monday, 28 April 2008.

Name of Authorising Officer: *Ms Barbara Fergusson*

Name of Authorising Officer in Human Resources:

normally Director, Human Resources or nominee

Date of last update: *April, 2008*