

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	La Trobe University Employability Programs
Placement Title	Employability Project Officer
Placement Location	Hybrid
Address (if onsite)	1 Kingsbury Drive, Bundoora
Primary Supervisor Name	Janet Jensen
Position Title	Manager Employability Programs
Host Organisation Website	www.latrobe.edu.au

Host Organisation Background:

The Employability Programs team is a department within Student Experience and Employability at La Trobe University

Our core activities are the development and delivery of careers and employability programs, services and resources for students.

Placement Details

Placement Semester/Term	Semester 2
Start Date	29 July
End Date	25 October
Days/hours per week	1 – 2 days per week
Hours (total)	100
Placement Type	Paid

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

Preferred degree/areas of study:

Arts, Social Sciences, Communications; Business (Marketing); Event Management

Key Duties and Responsibilities

Project work:

- Promotion and socialisation of the Career Ready OnLine resource
- Contribution to promotional campaigns for the Career Ready Advantage Award

Day to day tasks:

- Development of content to promote careers resources, programs and services across a range of communication channels
- Audit, review and re-development of careers resources
- Support for the Career Ready Ambassador program (organizing schedules & resources)
- Support for delivery of employability events (online and on campus)

Selection Criteria

Essential:

- High level written and verbal communication skills
- Strong organisational skills for effective event planning/support
- Attention to detail
- Ability to complete administrative tasks (using a range of software/platforms)
- Ability to manage own responsibilities and contribute to the team
- Understand the importance of maintaining confidentiality
- Demonstrate cultural awareness and sensitivity

Desired:

- Interest in communications and developing content
- Interest in employability and careers service delivery
- Familiarity with La Trobe's Career Ready Advantage Award

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other (Please Specify)
- None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	LTU3IND
Subject Information	
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 1 elective space in your course plan

How to Apply

Application Deadline: 22 May 2024

Application Instructions:

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications, Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!