

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	LTU Employability Programs
Placement Title	Employability Project Officer
Placements being offered	1
Placement Location:	
<input type="checkbox"/> Remote <input type="checkbox"/> Onsite <input checked="" type="checkbox"/> Hybrid	
Address (if onsite)	La Trobe University, Plenty Rd and Kingsbury Drive, Bundoora
Primary Supervisor Name	Janet Jensen
Position Title	Manager - Employability Programs
Host Organisation Website	www.latrobe.edu.au

Host Organisation Background:

The student placement will sit within the Employability Programs team, 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	July/August 2025
End Date	October 2025
Days/hours per week	1 day per week across semester (may be spread across 2 days)
Hours (total)	100 hours
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.

Key Duties and Responsibilities

Project work:

- Promotion and socialisation of the Career Ready Assist 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 and desirable skills, abilities, qualifications, or experience to be successful in placement

Desired Course Discipline/Background:

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

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)
- Student Placement Deed
- Child Safety Module

Work Based Learning (WBL) – Subject Information and Requirements

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

How to Apply

Application Cut Off Date: Monday the 14th of April 2025

When you are ready to apply for this placement opportunity, visit the [How to Apply](#) page and refer to Step 1 and Step 2c.

Once you have submitted an application, you will receive a confirmation email. If you are successful in moving to the next stage, you will be notified via email. Please ensure you check your La Trobe email daily for updates regarding the selection process

Thank you for considering a Work Based Learning Placement!