



MaristCollege  
Canberra

## CAREERS ADVISER

Marist College is a Congregational Catholic school for boys (Year 4-12) operating as part of 'Marist Schools Australia'. It has an enrolment of approximately 1600 students, and enjoys an excellent reputation for its pastoral care of students, academic studies, cultural and sport pursuits.

### DUTY STATEMENT

The role of the Careers Adviser is too facilitate and coordinate a range of educational programs designed to prepare students for post school life.

Duties of the position include but are not limited to, the following:

1. Be accessible and available to the student body to provide information and careers counselling, with particular focus on Years 10, 11 and 12.
2. Liaise with House Deans and House Group Leaders to determine and provide appropriate careers counselling.
3. Make contact with each Year 12 student to ascertain career counselling needs.
4. Provide individual career counselling for Year 12 on a needs and request basis.
5. Provide information to parents and conduct parent interviews on a needs and request basis.
6. Maintain and operate a career resource centre and constantly update the information.
7. Disseminate Career information throughout the College via the College website, portal, E News and email.
8. Organise and provide guidance on a range of Career Education activities such as: (or equivalent)
  - Visiting speakers.
  - Marist College Careers Expo.
  - Information evenings.
  - Work Experience program for Year 10 group
  - Work Experience program for Year 11-12 during holidays for individual students.
  - Assisting in the preparation of job applications and resumes, and job interview techniques.
  - Assisting in the preparation of university, CIT and apprenticeship applications.

9. Be responsible for the Work Experience programs offered by the College.
10. Undertake other administration tasks including:
  - Maintaining student records.
  - Advise and assist Year 12 students in applying to UAC and CIT and interstate tertiary institutions.
  - Informing students about University ACCESS (EAS) and scholarships.
  - Budgeting
  - Evaluating and deciding on resources.
  - Liaising with House Deans regarding programs to assist particular students
11. Maintain membership of Careers Advisers Association and attend Professional Learning for Careers Advisers provided by CAA, tertiary institutions, UAC, apprenticeship providers, and other relevant groups.
12. Other duties as directed by the Headmaster or Delegate.

## SELECTION CRITERIA

Applicants will need to demonstrate:

1. An understanding of the Catholic ethos in an educational setting.
2. An understanding of careers education, and work placement procedures and requirements including:
  - a. Proven ability to provide career counselling for students and to organise a range of career education activities.
  - b. An ability to implement, monitor and evaluate Work Experience programs for students in Years 10, 11 and 12.
  - c. An ability to liaise with industry in providing work placements for students engaged in Work Experience programs and other industry activities.
3. Effective interpersonal skills
4. An understanding of transition to work requirements for students with disabilities and an ability to devise, implement and monitor these programs on a needs and request basis.
5. Appropriate careers qualifications necessary to meet professional association membership standards.
6. Ability to work independently with minimal supervision as well as work as part of a team.
7. Effective verbal & written communication skills.
8. Ability to meet demands and deadlines, work under pressure and be flexible and adaptable.
9. Effective organisation and time management skills.
10. Ability to see tasks through to completion.
11. Ability to maintain records and write reports.

**Applicants should address these criteria in their application.**

Teaching staff must hold current Working with Vulnerable People Registration and TQI Registration prior to commencing employment at the College.

## RENUMERATION

The position is classified under the *Teachers (Daramalan College, Marist College Canberra, and St Edmunds College, Canberra) Enterprise Agreement 2014-2017*, as amended or replaced. An annual salary commensurate with the skills and qualifications of the successful candidate will be as per the Enterprise Agreement.

## TERM

This is a part-time (0.5FTE), on-going position. Following a successful probation period, permanency would be offered.

The start date for this position is Tuesday 30 January, 2018.

## APPLICATION SUBMISSION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Assistant Head of School – Staff, Mr Glenn Slater at [hr@mcc.act.edu.au](mailto:hr@mcc.act.edu.au) or by phoning the staff office on 62987262.

The closing date for applications is **5:00pm Wednesday 11 October 2017**.

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

Applications should contain:

- A cover letter addressing the selection criteria
- Completed College Application Form – Teaching Positions
- Updated resume

Applications can be received by:

Post - PO Box 727 Mawson, ACT 2607

Email – [hr@mcc.act.edu.au](mailto:hr@mcc.act.edu.au)

Delivered directly to the main College reception. During School Holidays the front doors of the College will be closed, but the Finance office remains open from 8am – 4pm week days. Press the intercom button to the right of the main doors for entrance.