



**Mannix College**  
*your future starts here*

## **Position Description – Director of Academics & Employability**

**Reports to:** College Principal

**Employment Type:** 0.4-1.0 FTE (negotiable), 3 Year Fixed-term

**Salary Range:** \$75,000-\$105,000 inc. super (pro-rata, depending on experience)

**Direct Reports:** College tutors, Academic Coordinator, and other service providers who contribute to the academic and professional development offering.

**Monash University:** All suitably qualified applicants are encouraged to apply but it is worth noting that Mannix College is affiliated with Monash University. Therefore, if you are a current Monash staff member, you can, pending the relevant approvals, hold this role in addition to your current Monash role.

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### **ABOUT THE OPPORTUNITY**

A member of the Senior Management Team and reporting to the Principal, the Director of Academics & Employability will lead and coordinate academic and employability programs within the College as well as contribute to the overall strategy and culture of the College.

The Director of Academics & Careers will work collaboratively with the Principal and Dean of Students & Wellbeing in providing a comprehensive range of supports and opportunities that inspire Mannix students to reach their potential.

This is the perfect opportunity for an up-and-coming student affairs professional or academic!

### **ABOUT MANNIX COLLEGE**

Located at Wellington Road, Clayton, Mannix College is a Catholic residential college with Monash University. It provides catered accommodation, pastoral care, academic support, leadership development and community engagement for nearly 300 undergraduate students. Opened in 1969, the College has a global alumni community who maintain a positive relationship with the College. The College is committed to building and supporting a safe, respectful, and inclusive community, and welcomes students and staff from a diverse range of backgrounds. As a Catholic College and as a part of the Archdiocese of Melbourne, Mannix gives expression to the mission of the Archdiocese and exists as a concrete expression of the mission of the

Archdiocese at Monash University. Information about the College is available at:

<https://www.mannix.monash.edu/>.

## **ABOUT YOU**

To thrive in this role you will champion the intellectual and professional development of young adults, exemplify our values, demonstrate open-mindedness, be ambitious, and lead positive change. You will set an example you wish others to follow.

## **ABOUT THE ROLE**

Under the direction of the Principal, the Director of Academics & Careers will:

1. Add value to the unique culture, values and community spirit of the College by having a prominent and positive presence in College life.
2. Manage the tutorial program and academic support program, facilitate academic and professional development opportunities for students.
3. Manage the careers program, including mentoring programs, employability enhancement initiatives and volunteering opportunities.
4. Deliver academic and careers advice for students.
5. Coordinate the utilisation and tidiness of the Academic Centre and learning spaces.
6. Support self-efficacy and positive development among students by designing, implementing and evaluating events, training and programs on topics including but not limited to mentoring, study skills, employability, leadership development, volunteering, and scholarship applications.
7. Contribute to day-to-day and after-hours supports provided to residents. This includes being routinely rostered on for emergency management duties.
8. Contribute to the effective marketing of the College by participating in occasional tours, Open Days and other outreach initiatives.
9. Maintain accurate and comprehensive records for all residents through their time in the College, and provide reports on student academic performance.
10. Develop, implement and review initiatives using relevant data to measure and report on the effectiveness of strategies and programs. Submit reports to the Principal.
11. Comply with all policies and procedures, in particular ensuring those relating to WH&S strategies and human resources policies.
12. Other duties as determined by the Principal.

## **KEY SELECTION CRITERIA**

1. Tertiary qualification with relevant experience OR an equivalent combination of experience and training. Experience in student-facing university roles will be highly regarded.
2. Demonstrated ability to develop, implement and evaluate policies, services and strategies relating to academic and professional development. Experience using data to drive improvement will be highly regarded.
3. A demonstrated passion for and interest in the academic and professional development of young adults during the transition to university, college life, and to the workforce.

Possession of a Graduate Certificate in Careers Education and Development or equivalent, or interest in obtaining such a qualification, will be highly regarded.

4. Experience building positive relationships with young adults as they pursue their goals will be highly regarded. Experience in student-facing university roles will be highly regarded.
5. Demonstrated experience in planning, implementing and managing significant projects with complex requirements in a timely manner.
6. Demonstrated capacity to provide leadership in a complex and evolving environment, including the ability to contribute to strategic planning, lead high-performing teams and deliver measurable outcomes. Experience supportive student leaders will be highly valued.
7. Demonstrated high-level interpersonal and communication skills, both written and oral, including demonstrated experience communicating effectively with a diverse range of audiences.
8. Well-developed technical skills, including competency with Microsoft Office and Google Suite (especially Excel / Google Sheets) and experience with university systems and databases.
9. Demonstrated experience in delivering and facilitating events and training programs.

### **ADDITIONAL INFORMATION**

This is a live-in position. A competitive remuneration package will be negotiated with the preferred candidate. The package includes on-site accommodation in a two-bedroom townhouse plus utilities, on-site carparks, and meals in the College dining room. Relocation assistance can be negotiated.

A degree of flexibility in terms of days and hours worked is available to take into account the responsibilities of the position.

The successful applicant will be required to undergo a National Police Check and possess (or be willing to obtain prior to starting) a valid Working with Children Check, First Aid Level 2 and Mental Health First Aid. The College will reimburse the costs of these requirements where needed.

### **ENQUIRIES**

Prospective applicants are invited to contact Mr Andrew Swan, College Principal, for a confidential discussion about this opportunity via 03 9905 0928 or [andrew.swan@monash.edu](mailto:andrew.swan@monash.edu).

### **APPLICATION & SELECTION PROCESS**

For your application to be considered, please submit the following documents to Mr Andrew Swan, College Principal **before October 10, 2023** at [andrew.swan@monash.edu](mailto:andrew.swan@monash.edu):

1. Your resume, including employment history, present position, details of education, professional experience and qualifications, names and contact details for three professional referees; and
2. A two-page covering letter outlining how you believe you can fulfill the Position Requirements for this role.

