



Mannix College

A Catholic residential college
affiliated with Monash University

Help students thrive as the

Director of Academics & Careers

Applicant Information Pack



**RESIDENTIAL
EXPERIENCE
STANDARD**
GOLD 2024



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Welcome

To our next Director of Academics & Careers

Welcome to Mannix College, a vibrant Catholic residential community affiliated with Monash University — ranked 37th globally in the QS World University Rankings 2025 and a proud member of the Group of Eight. For more than fifty years, Mannix has been a place of excellence, inclusion, and belonging, where students are supported to thrive academically, personally, spiritually, and as future leaders.

We are seeking a Director of Academics & Careers to carry this mission forward. This pivotal role shapes the academic culture of the College and builds the pathways that connect our students with their futures. You will design and deliver programs that foster strong study skills, academic resilience, career readiness, and professional confidence, while creating opportunities for volunteering, mentoring, alumni and employer engagement, and partnerships with Monash.

Working closely with the Principal, Dean, and a dedicated team of Academic Guides and student leaders, the Director ensures that every Mannix student has the support, networks, and inspiration to achieve their goals at university and beyond. Rooted in our Catholic ethos, this role combines strategic vision with hands-on leadership, cultivating an environment where academic excellence, integrity, and service are lived every day.

If you are passionate about education, mentoring, and preparing young people for purposeful lives and careers, we invite you to apply for this exciting role.

Kind regards,



Andrew Swan
Principal



Mannix College

Quick Facts



A Close-Knit, Diverse Community

Our community of **315 residents** is a vibrant blend of backgrounds and experiences, with 90% Australian residents, including 75% from rural or regional areas, and 10% international students, enriching Mannix with **global perspectives and cultural diversity**.

Award Winning

We are the first Australian residential college to earn **Residential Experience Standard Gold Accreditation**, and our StudyFest program was recognised with the **2025 APSAA Excellence in Student Experience Award**, highlighting our sector-leading support.



Academic Excellence

Mannix residents excel academically, achieving a **distinction average** with support from the college. Since 2006, we've produced six Rhodes Scholars and three Fulbright Scholars.

Dedicated pastoral care team

Mannix is **well resourced to provide 24/7 student support** through Resident Advisors, overnight Resident Support Officers (7 PM – 4 AM), a College Counsellor, Chaplain, Community Coordinator, and Student Life Coordinator, ensuring wellbeing, safety, and belonging.



Affiliated with Monash University

Since 1969, Mannix has partnered with Monash University (ranked 37th globally in the QS World University Rankings 2025), fostering a supportive and enriching environment. As the only residential college associated with Monash, **all residents are students of Monash University**.

Exceptional Spaces for Learning & Connection

Mannix offers modern facilities that support learning, community, and wellbeing. **Our dining hall seats all residents at once**, with 9 common rooms, a Chapel, library, 14 study rooms, and native gardens, providing the perfect space for students to connect and thrive.



Stewardship & Strategy

Mannix has a strong, proud history and is committed to being a leader among Australia's university residential colleges.

Mannix College derives its authority from the Catholic Archdiocese of Melbourne, under the direction of Archbishop Peter A. Comensoli. The Archdiocese appoints the College Council to both govern and provide strategic direction. The Principal, with the support of the Council and Dean of Students & Vice Principal, ensures the College remains financially viable and operational.

We aspire to offer our residents an exceptional residential college experience – guided by our Catholic ethos and grounded in the shared pursuit of academic excellence, inspiring intellectual growth, encouraging faith development and engaging in service to the community.

Our Motto

Omnia Omnibus – “All things to all people”.

Our Vision

To foster in our residents a desire and capacity to make a difference in the world.

Our Reputation

We aspire to be the premier residential accommodation offering at Monash University, and among Australia's leading university residential colleges.



Future Focused

Strategic Priorities 2024-2028

Mannix College is committing to providing life-changing opportunities for residents by focusing on seven strategic priorities:

- **Educational Excellence in the Catholic Christian Tradition** – Providing a caring, nurturing home away from home; a place of hospitality, inclusion, and respect that upholds pastoral care, holistic learning, and service.
- **Student Success** – Engaging residents in a high-quality, student-centred culture and programs for academic and career development.
- **Wellbeing & Culture** – Enhancing resident and staff wellbeing in a safe, respectful, diverse, and inclusive community.
- **Access, Belonging & Inclusion** – Strengthening recruitment, selection, orientation, and support to attract and retain diverse students who feel a true sense of belonging.
- **Capability** – Recruiting, retaining, and developing a high-quality team to deliver an exceptional college experience.
- **Spaces** – Ensuring well-resourced, fit-for-purpose physical and digital environments.
- **Resources** – Strengthening financial foundations and operational systems to ensure long-term sustainability and support strategic priorities.
- **Relationships** – Building strong, mutually beneficial connections with supporters, stakeholders, alumni, and friends.

Our Strategic Process

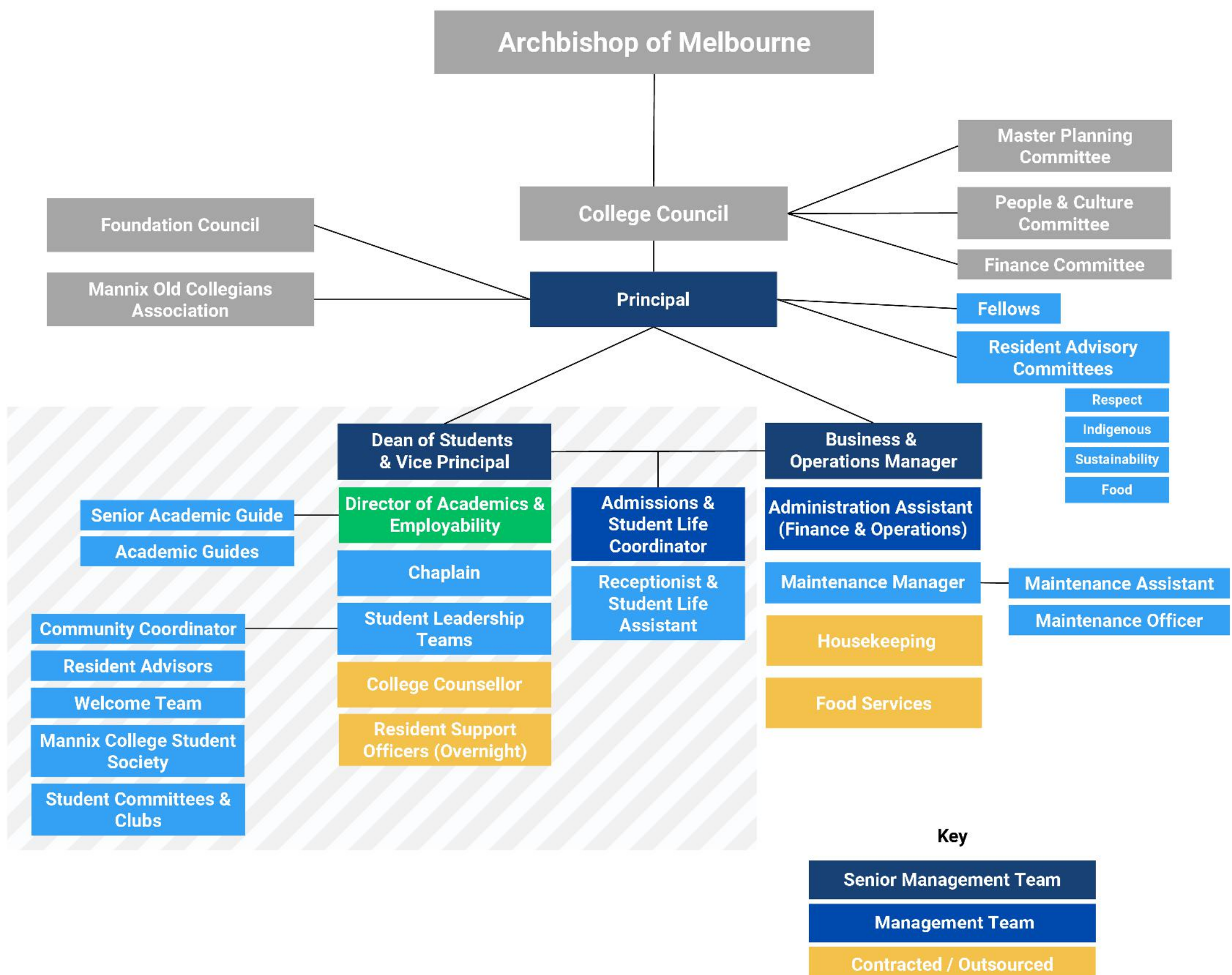
- Decisions made by the College Council, Foundation Council, Senior Management Team, and Student Leaders are guided by the College's values and metrics that matter.
- Our success is measured through metrics pertaining to awareness, attraction, retention, engagement, income, and reputation.
- Our key actions, along with operational and budgetary plans, are reviewed annually to ensure effective implementation.
- To remain competitive and responsive, we research, evaluate, and benchmark our programs and services based on resident and staff needs.



Our Team *achieving together*

Mannix College is proud of its dedicated and diverse team, whose expertise and commitment create a welcoming, vibrant, and supportive community for staff and students alike. Many staff have given years of service to enriching the Mannix experience, fostering an environment where students feel supported, challenged, and inspired.

The **Director of Academics & Careers** will join this committed team, working closely with the Dean & Vice Principal and alongside: thirteen Resident Advisors, overnight Resident Support Officers (7 pm – 4 am), the College Counsellor, Chaplain, Community Coordinator, Student Life Coordinator, Academic Guides, Academic Mentors, and alumni volunteers. With additional support from the Principal, Business & Operations Manager, and operational staff, this collective effort sustains a safe, enriching, and transformative residential experience for all students.



Values *in action*

Our values shape daily life at Mannix, guiding how we learn, lead, and support one another. Here are some examples of these values in action and how the Director of Academics & Careers (Director) plays a role in bringing them to life.



Community – Stronger Together

The Director fosters connections that extend beyond Mannix by embedding service and engagement into the academic and careers program. From volunteering placements to alumni mentoring, students are encouraged to give back, share their gifts, and see themselves as part of something larger — the College, the University, and the wider community.

Respect – Valuing Each Other

Respect grows when students are seen, supported, and challenged to engage thoughtfully with one another. The Director promotes respect through inclusive learning environments, mentoring, and professional development opportunities that emphasise ethical leadership, collaboration, and cultural awareness.



Excellence – Striving for Our Best

Excellence is about the process, not just the result. Students pursue their potential through peer mentoring, study groups, and leadership training, contributing to a culture of high achievement. With a Gold RES standard and a strong distinction average, the Director and their team ensure every student has the support and opportunities to excel.

Resilience – Learning and Growing

University life brings challenges, and the Director equips students with tools to bounce back stronger — whether through academic coaching, employability workshops, or career mentoring. By connecting students to alumni role models and Monash support services, the Director helps residents navigate setbacks and grow with confidence.



Integrity – Leading with Courage and Honesty

We take pride in our Conditions of Residency, which uphold the high standards that define our community. We prioritise proactive, preventative approaches to community issues while taking a firm stance when needed to maintain a respectful and safe environment. The Director contributes to this important work.

Monash University & South East Melbourne

Monash University is ranked 37th globally (QS World University Rankings 2025) and is a member of Australia's Group of Eight, recognised for its strong research, innovative teaching, and industry partnerships. The Clayton campus is among the largest in Australia, offering world-class facilities and a vibrant academic environment.

Mannix College is located directly opposite Monash University's Clayton campus southern border, just a **five-minute walk** from campus cafés, theatres, a jazz bar, restaurants, and sporting facilities.

Clayton is 20 km southeast of Melbourne's CBD and well-connected by trains, buses, and major roads. The suburb offers a diverse dining scene, shopping precincts, and recreational spaces. Chadstone Shopping Centre, the largest in the Southern Hemisphere, is nearby, along with MCity Shopping Centre, just 500 metres from Mannix, offering local retail, dining, and entertainment options.

For outdoor and sports enthusiasts, Jells Park, the Dandenong Valley Parklands, and Monash's sporting precinct provide green spaces, a running track, and a swimming pool. Arts and cultural events are also easily accessible, with the Monash University Ian Potter Centre for Performing Arts, just 200 metres from Mannix, regularly hosting diverse shows and performances.



Position Description

The **Director of Academics & Careers** plays a pivotal role in shaping the academic culture of Mannix College and leading programs that elevate student learning, intellectual engagement, and career outcomes.

This full-time role offers the **perfect blend of personalised advising and College-wide impact** — combining one-on-one guidance with the design and delivery of academic support, mentoring, and professional development programs.

As **part of the Student Life portfolio**, the Director also contributes to programs that enrich the whole student experience — advancing engagement, wellbeing, leadership development, and community service.

This is a **people-focused leadership role**, guiding students on their journey from arrival to graduation and beyond, and ensuring every member of the Mannix community is welcomed, supported, developed, and connected for life.

1. Academic Support & Intellectual Engagement

- Manage the Academic Support Program, giving students access to subject specialists, peer learning, and structured study support.
- Host the weekly StudyFest and workshops to build study skills and resilience.
- Hold regular hours for one-on-one advice (e.g., study planning, university navigation, assessment strategies).
- Monitor student performance, identify trends, and flag at-risk students with proactive plans.
- Maintain strong links with Monash services (e.g., Monash Connect, Academic Skills, Counselling, Disability Support) and refer students as needed.
- Oversee the Academic Centre and related learning spaces.
- Coordinate academic awards and deliver the Academic Awards Dinner.
- Design and deliver the annual Newman Lecture to showcase academic leadership and enrich College life.

2. Career Development

- Lead the College's Careers Program, including employability initiatives, volunteering, and professional development workshops.
- Provide tailored career advice (résumés, applications, LinkedIn, interviews).
- Manage the alumni mentoring program with effective matching, communication, and evaluation.
- Coordinate guest speakers, alumni panels, and professionals to inspire and guide residents.
- Source internships, work experience, and networking opportunities, with preference for Mannix and alumni networks.
- Promote Monash enhancement programs (e.g., Ancora Imparo Leadership Program, Global Immersion Guarantee) to connect residents with broader opportunities.

3. Volunteering & Community Service

- Embed volunteering as a core Mannix experience, fostering civic engagement and service.
- Coordinate meaningful opportunities with approved external partners.
- Facilitate both ongoing placements (e.g., schools, charities, community groups) and one-off events.
- Track participation and recognise contributions through awards, certificates, and publications.
- Build strong relationships with partner organisations to ensure safe, impactful placements.



4. Leadership & Development

- Deliver workshops and events on study skills, employability, leadership, volunteering, and scholarships.
- Contribute to the design and delivery of Student Leader Training.
- Foster resilience, self-efficacy, and personal growth through mentoring and development opportunities.

5. Community Presence & Events

- Strengthen College culture by being a visible, approachable presence in daily life and at key events – many of which run in the evenings.
- Engage with students in common spaces, role-model Mannix values, and support community activities.
- Attend and contribute to College events, including Welcome Week, Formal Dinners, Open Day, and outreach initiatives.

6. Reporting & Evaluation

- Maintain accurate academic and career records.
- Report regularly to the Principal on student performance, program engagement, and trends.
- Analyse data to evaluate program effectiveness and recommend improvements.

7. Compliance & Governance

- Ensure academic and career programs align with College policies.
- Contribute to policy development, review, and compliance documentation.
- Follow all WHS and HR policies and procedures.



Benefits

This is a unique leadership opportunity in a dynamic residential community. You will play a key role in shaping student experiences while enjoying a range of benefits that support both your professional and personal life.

- **Competitive Remuneration Package** – Receive a highly competitive salary supported by valuable employee benefits.
- **Workplace Flexibility** – This is a full-time role. While not live-in, the position offers flexibility to engage deeply with the College community and balance professional commitments.
- **Community Perks** – Enjoy daily lunch in the Dining Hall, along with invitations to key community events that connect you to the life of the College.
- **Ongoing Professional Development** – Stay at the forefront of student wellbeing and residential education with College-funded membership to University Colleges Australia and the Asia-Pacific Student Accommodation Association, plus tailored support for further professional growth.

This is more than just a job—it's a leadership opportunity in a vibrant, student-focused environment where your energy and expertise will make a lasting impact.



Key Selection Criteria

We are seeking an experienced professional who brings both expertise and heart to this role. The preferred candidate will have:

- 1. Qualifications & Experience** - Tertiary qualification with relevant professional experience, or an equivalent combination of experience and training. Demonstrated experience working directly with university students – particularly in academic advising, learning support, careers, or student development – will be highly regarded.
- 2. Program Development & Evaluation** - Proven ability to design, deliver, and evaluate initiatives that strengthen academic success, career readiness, and/or personal growth. Experience using evidence and feedback to refine and continuously improve programs.
- 3. Commitment to Students** - A demonstrated passion for supporting young adults through the challenges of university life. Experience in student-facing roles within higher education, especially those involving academic, wellbeing, or career support, will be highly favourable.
- 4. Relationships & Mentoring** - Strong interpersonal skills with the ability to build trust, provide guidance, and mentor young adults. Experience coaching student leaders, facilitating peer-learning programs, or running mentoring initiatives will be highly regarded.
- 5. Project & Event Management** - Experience planning and delivering projects or events involving multiple stakeholders. Demonstrated ability to manage competing priorities, meet deadlines, and achieve quality outcomes within budget and resource constraints.
- 6. Communication & Facilitation** - Excellent written and verbal communication skills, with the ability to teach, present, and facilitate workshops for diverse audiences. Demonstrated ability to adapt communication style to engage students, staff, alumni, and external partners.
- 7. Digital & Technical Competence** - Strong proficiency with Microsoft Office and Google Suite (particularly Excel/Sheets), with the capacity to quickly learn and adapt to institutional systems and databases. Experience with student management software will be well regarded.
- 8. Knowledge of Universities & Student Services** - An informed understanding of university structures, policies, and student support services. Ability to navigate these systems effectively and connect students with appropriate services and opportunities.

Apply

ADDITIONAL INFORMATION

- Salary commensurate with experience.
- Given the rhythms of College life, the role involves some evening work to support events and program delivery. In particular, weekly Tuesday evening commitments until 9:30pm are required during the academic semester to lead the College's flagship study support program, StudyFest. Later start times and flexible scheduling are built into the role to balance these commitments.
- Staff enjoy free on-site parking and weekday lunch in the Dining Room when in operation.
- Mannix is a child-safe organisation. The successful applicant must hold (or obtain prior to commencement) a National Police Check, Working with Children Check, First Aid Level 2, and Mental Health First Aid. Costs will be reimbursed if required.

ENQUIRIES

For a confidential discussion about this opportunity, please contact Michelle McLeod, Human Resources Business Partner (Mon, Wed, Thurs, Fri) on 0456 835 979 or via ext-micmac@monash.edu.

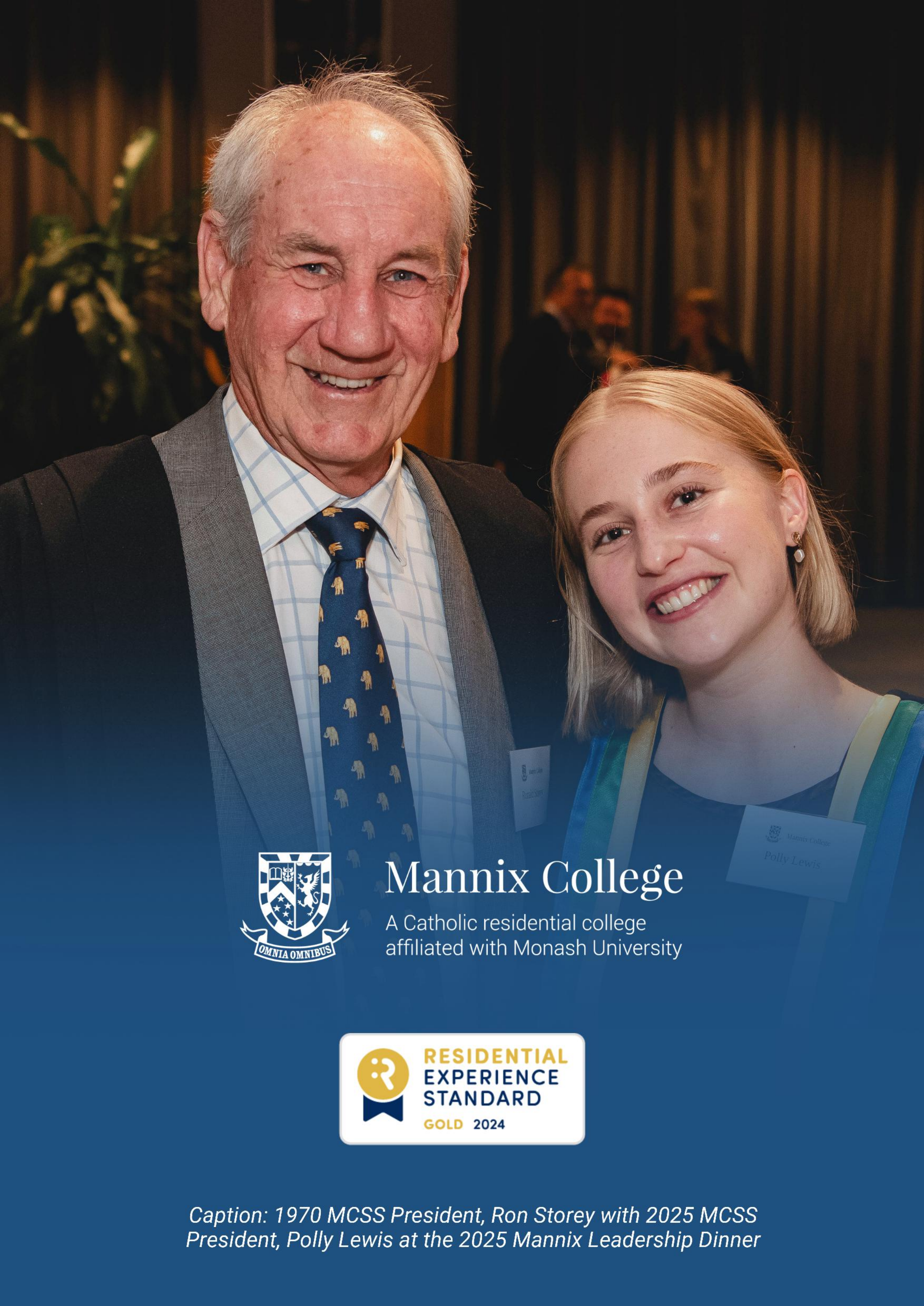
APPLICATIONS

To apply, please submit the following in PDF format before October 14, 2025, to Michelle McLeod at ext-micmac@monash.edu:

- Resume/CV: Maximum of three pages.
- Cover Letter: Address your suitability against each of the eight Key Selection Criteria, with each criterion response under its own heading (maximum of four pages).

Shortlisted applicants will be invited to attend an in-person interview at Mannix College.





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*Caption: 1970 MCSS President, Ron Storey with 2025 MCSS
President, Polly Lewis at the 2025 Mannix Leadership Dinner*