

Macquarie University Career Service Career Development Officer (Parental Leave) 1 year fixed term, 30 hours per week

Career Development Officer (016JD)
Job: Professional
Faculty / Office: DVC Students and Registrar
Schedule: Part-time

Description

The mission of the Career Service is to deliver responsive and effective career information, education and services to students and to support Macquarie University's graduate capability development. The hub and spoke model of service delivery has been successfully in operation since January 2010 and enables dual alignment to faculties and a central service.

Career Development Officer

The Career Development Officer (CDO) is responsible for the provision of career related services and advice, to Macquarie University students. A CDO aims to provide students with the relevant information, skills, attitudinal and behavioural advice to manage their work aspirations.

The primary purpose of this role is to support curricula endeavours, though information and advice, to develop students who can be competent and confident when they apply for and secure roles in their chosen subject or profession. The secondary purpose of this role is to provide quality career related services and advice to students, resulting in an improved student satisfaction and University rating/ranking.

See position description for more details

Appointment Type: Part-time (30 hours), 1 year Fixed-term

Enquiries: Suzy Hughes Manager, Career Education suzy.hughes@mq.edu.au or (02) 9850 7371

Package: Level 8 base salary from \$80,609 (Pro rata) pa, plus 9% employer's superannuation and annual leave loading.

Application: Please provide a covering letter, resume and short statement (1-2 pages) addressing the qualifications and skills detailed in the position description.

Applications Close: 11:59pm 14th October 2011

Macquarie University is an EO Employer committed to diversity and social inclusion. Applications are encouraged from people with a disability; women (particularly for senior and non-traditional roles); Indigenous Australians, people who identify as GLBTI; and those from culturally and linguistically diverse backgrounds

Applications need to be submitted through the Macquarie University online recruitment system. Where circumstances such as disability or remote location prohibit your access to our online system please contact the enquiries person listed in this advertisement for assistance.

[Job Opportunities mq.edu.au](http://mq.edu.au)

Located amongst a stunning natural park-like backdrop within the high-technology corridor of Sydney's north-west, Macquarie University is a modern, research-intensive institution with a mission to serve the needs of both...