

ALUMNI ADVISOR (Tertiary and Employment)

SYDNEY

(Advertised Externally as “Advisor - Student and Graduate Support Services”)

About AIEF

The Australian Indigenous Education Foundation (AIEF) provides scholarships that enable Indigenous students in financial need to attend leading Australian schools and universities.

AIEF also provides mentoring and career support through the AIEF Pathways Program to ensure all AIEF Scholarship Students make a successful transition from school to further studies or employment, productive and fulfilling careers.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia’s most influential business and community leaders.

www.aief.com.au

The Role

The Alumni Advisor is responsible for maintaining contact with AIEF Alumni and tertiary scholarship students after they have completed Year 12, working with the AIEF Pathways team to ensure all Alumni are engaged in tertiary studies or employment.

The Alumni Advisor will have understanding and awareness of the individual circumstances, goals and career plans of their Alumni cohort so they can connect them to opportunities, provide low level career and pastoral support from time to time, make internal referrals to specialist tertiary and employment advisors where required and maintain records reflecting Alumni’s current circumstances.

As AIEF’s Alumni Advisor, being able to build and maintain trusting and respectful relationships with AIEF Alumni and tertiary scholarship students is key. This is so you can:

- Ensure AIEF is the ‘go to’ for career advice and support.
- Connect our Alumni to skill development opportunities like internships, speaking or media engagements and representation of AIEF at industry networking events.
- Ensure Alumni actively link in to the wider Alumni network.
- Ensure Alumni remain communicative and engaged with AIEF.
- Monitor ongoing needs and make referrals to the relevant specialist tertiary and employment Advisors as required.
- Ensure Alumni receive appropriate low level career assistance like interview preparation.
- From time to time provide pastoral assistance like finding accommodation and making referrals to specialist services.

As well as building strong relationships, other key responsibilities include:

- Researching and recording Alumni and tertiary students' post-school and post-tertiary destinations.
- Reporting on program status using AIEF's CRM database and performing administrative duties.
- Identify and implement program and process improvement.
- Plan, coordinate and facilitate Pathways events, activities and training sessions as required for Alumni and tertiary scholarship students.

Selection Criteria

To be the right person for this role you will be:

- A highly skilled communicator with an ability to proactively build effective and professional relationships with Alumni and tertiary students over the phone, via skype or face-to-face.
- Naturally engaging, empathetic and positive as well as passionate about working in a highly professional and committed team environment.
- Organised and efficient with strong time/priority management skills.
- Thorough and accurate with a high level of attention to detail.
- Familiar with tertiary and/or employment pathways.
- Able to review processes and programs and suggest improvements.
- Genuinely interested in the careers and lives of our Alumni.
- Have previously used a CRM database and MS Office software and be proficient in their use.
- Personally passionate and committed to Closing the Gap through Indigenous education and employment.
- Personally emulate AIEFs core values of "hard heads, soft hearts and capable hands".

Aboriginal and Torres Strait Islander people are encouraged to apply.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

To Apply

Please send your resume and a short cover letter addressing the first six selection criteria to jobs@aief.com.au. Please also include where you saw this advertisement.

Applications close 9am Tuesday 22 May