

## **Student and Graduate Career pathways Advisor - WA**

### **About AIEF**

The Australian Indigenous Education Foundation (AIEF) is a private sector led not-for-profit (NFP) organisation that empowers Indigenous students and young adults to build a future through quality education and careers. AIEF currently supports more than 500 scholars and 500 graduates.

By providing scholarships that enable Indigenous students in financial need to attend leading Australian schools and universities, as well as further mentoring and career support, AIEF assists students to stay at school, complete Year 12 and make a successful transition from school to 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](http://www.aief.com.au)

### **The Role**

The Student and Graduate Pathways Advisor works across the full continuum of AIEF's Pathways Program and is responsible for:

- Individual career focused case management of AIEF scholarship students in secondary school
- Providing intensive, tailored support to AIEF graduates seeking employment and/or engaged in tertiary education

The role works professionally and strategically with schools, mentors, tertiary institutions, corporate partners, employers and other external organisations to achieve the best outcomes for Indigenous students and graduates.

As AIEF's Student and Graduate Pathways Advisor, your responsibilities will include the following:

- Build and maintain trusting and respectful relationships with students and graduates so that AIEF is their 'go to' for career advice and support
- Career development of students and graduates
- Support secondary student-mentor relationships
- Actively connect students and graduates to internships and employment opportunities with corporate partners by identifying appropriate study areas and providing information regarding opportunities.
- Plan, coordinate and facilitate events, activities and training sessions as required for students, mentors and graduates
- Develop strong relationships with secondary schools, tertiary institutions, employment service providers and AIEF corporate partners
- Identify and implement program and process improvement; report on program status by maintaining AIEF's stakeholder management database

## **Selection Criteria**

The right person for this role is motivated by AIEF's mission and values and:

- Has experience in providing career advice and/or achieving successful employment outcomes for young adults
- Has experience in program delivery and improvement, preferably in an education and/or employment environment, and an ability to drive program outcomes working autonomously and remotely
- Is a highly skilled communicator with an ability to build effective and professional relationships with students, educational institutions, corporates and other stakeholders
- Has knowledge of tertiary study options and processes
- Is organised, efficient, and had strong time/priority management skills and a high level of attention to detail
- Has familiarity with CRM systems and Microsoft Office

Prior experience working with young Aboriginal and Torres Strait Islander people is highly desirable. Aboriginal and Torres Strait Islander people are encouraged to apply.

Please note this role requires a reasonably large amount of domestic travel. Whilst not a mandatory requirement, please indicate on your application whether or not you have a driver's licence.

## **To apply**

Please send your resume with a cover letter addressing the first four selection criteria to [jobs@aief.com.au](mailto:jobs@aief.com.au). Please also mention where you saw this ad.

**Applications Close 5pm Tuesday 24 July**