

## Position Description

### Student Internship opportunity – ASSC Student blog

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<b>Work unit:</b>	College Education Team
<b>Team:</b>	Student Transition, Achievement and Retention
<b>Campus/Location:</b>	Melbourne
<b>Employment Type:</b>	As per internship requirements for MAC3INT i.e. 120 hrs Required one – two days per week. Flexible arrangements between employer and employee.
<b>Position Supervisor:</b>	Transition Advisor

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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#### **APPLICATION PROCESS:**

Please submit your application to Jade Sleeman [j.sleeman@latrobe.edu.au](mailto:j.sleeman@latrobe.edu.au) with a cover letter outlining your skills and the reason why you would like to be involved in this project and a copy of your resume.

#### **PHYSICAL LOCATION:**

La Trobe Uni, College Arts, Social Science and Commerce, Level 2, Peribolos East

#### **CONDITIONS:**

The internship is project based and the hours are flexible.

# Position Description

## **Student Internship – ASSC Student blog**

The Student Intern works under the direction of the Transition Advisor and is responsible for assisting in the implementation of activities and programs that contribute to effective student transition into the University culture. The Student Intern is expected to be an ambassador for La Trobe University and specifically for the College of ASSC, being a positive and exemplary role model to other students and in representing the College in both internal and external events.

## **Position Context**

The Student Intern will be responsible for assisting the STAR team in the development and implementation and management of the various transition programs and activities, including a student blog. The opportunity is expected to provide 'student perspective' input and feedback on transition initiatives that will improve student engagement and the overall student experience in relation to the student blog.

## **Duties may include:**

- Research, including desktop, focus groups and surveying that assists in the development or evaluation of the student blog.
- Contribute to the development of a student communications plan, including initiating, monitoring and responding to students in an online forum.
- Creation of web-based content that supports student transition, based on sound knowledge of the issues and needs of University of La Trobe students.
- In collaboration with staff reflect on current services/programs and raise issues as well as contribute ideas for continual improvement.
- Conduct or design surveys that collect student feedback (where appropriate)
- Undertake other duties commensurate with the scope of the internship as required by the Transition Advisor.

## **Key Selection Criteria**

### ESSENTIAL

- Currently enrolled student at La Trobe Bundoora Campus.
- Demonstrated experience in working effectively within a team and collaborating to meet goals in a timely manner.
- Excellent interpersonal skills, including the ability to interact effectively with people from a diverse range of backgrounds.
- Experience with WordPress is essential
- Excellent computer skills, include Microsoft Office, Facebook etc.

### DESIRABLE

- Previous experience with developing communication plans, blogs and campaigns

## **La Trobe Values** At La Trobe, we

- take a world view
  - pursue ideas and excellence with energy
  - treat people with respect and work together
  - are open, friendly and honest
  - hold ourselves accountable for making great things happen.
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