POSITION SUMMARY
The Career Services Coordinator will contribute to the provision of global best practice career transition services and resources for the AGSM MBA, MBA (Executive), MBA (Hong Kong) and MBT students to optimise their career success post AGSM. The Career Services Coordinator will also play a key role in developing and maintaining high level communication streams and resources with all Career Service stakeholders.

ORGANISATIONAL ENVIRONMENT
UNSW Business School is a leader in business education and research in the Asia Pacific region. The Australian Graduate School of Management (AGSM) is the part of UNSW Business School that offers global top tier general management, executive and leadership development programs. AGSM’s long standing MBA, MBA (Executive), MBT degrees and executive education programs are delivered across Australia, in Hong Kong and online. AGSM’s personally transforming MBA and EMBA programs are consistently ranked in the top 100 globally.

There are more than 75,000 UNSW business graduates, of which about 15,000 are alumni of AGSM.

The AGSM prepares great people to achieve great things and our portfolio of postgraduate offerings includes AGSM Executive Education, AGSM MBA programs, the MBA (X) suite of programs and other post-experience leadership programs as may be developed in the future. The AGSM business is divided into the units of Executive Education; Career Development; Marketing, Brand and Communication; Program Operations, Commercial Operations; Strategy, Innovation and Academic; Recruitment and Educational Development. Together these business units work to achieve clear business targets as well as recruit the best students from around the world, provide an exceptional learning experience for them, and provide life-long connections with an engaged alumni community.

The competitive space for these programs are international and national markets, and the competitors are international graduate schools of management, such as INSEAD, London Business School, or leading North American business schools, rather than Australian
faculties of commerce (or the like).

Reporting Relationships

**Supervisor's title:** Director, AGSM Career Development Centre

**Other positions reporting to the supervisor:**
- AGSM Career Development Manager
- AGSM Career Relationship Manager
- AGSM Career Services Administrator

**Positions reporting to this position:** None

**Other relationships:** N/A

**KEY DUTIES & RESPONSIBILITIES**

- Develop and maintain external relationships, specifically with Corporates, recruitment firms, and other organisations to establish their hiring needs
- Work with Careers team to create and deliver on-line career resources using appropriate technology and continue to evaluate new service delivery systems to ensure easy access for all AGSM students
- Support Career team in the design and delivery of high quality workshops, both face to face and online, including liaison with relevant internal Business School experts
- Create and maintain multiple communication streams, including social media, with AGSM students and alumni regarding events, opportunities and networks
- Represent AGSM Career Services on relevant communication / marketing / branding / website and social media committees
- Contribute to the design and development of Careers publications, brochures and communication materials targeting current students and corporate community
- Assist Careers team in the planning and delivery of events including corporate presentations, speaker panels, networking events and other special events involving students, alumni and corporate representatives
- Effectively engage with AGSM Alumni to ensure high participation in all events and to encourage them to identify national, regional and global employment opportunities
- Research and report on current economic, industry and employment trends which impact on career decisions being made by AGSM students, within Australia and globally
- Provide input into Career Services online job board through sourcing opportunities with current corporate partners and the broader recruitment arena
- Support student clubs through advice and information relating to their specific sector and help facilitate networking activities
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university
SELECTION CRITERIA

- A degree in a relevant discipline or a combination of relevant experience and qualifications
- Proficiency in developing and using on-line resources and current social media arena
- Exceptional written and oral communication and presentation skills
- High degree of organisational skills and attention to detail
- Knowledge and understanding of key sectors employing graduates
- High level interpersonal, management and negotiation skills including the ability to collaborate and liaise effectively with a wide client base and communicate and negotiate with students, staff, alumni and corporates
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Please note the incumbent will be expected to work occasional evening and weekend hours in support of student provision and employer events

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.