



Training and Development Officer

Part time fixed term (2 Years) opportunity exists for an experienced Training and Development Officer to join the University of Melbourne Graduate Student Association (GSA).

About GSA

The University of Melbourne Graduate Student Association (GSA) is the independent representative organisation for all graduate coursework and research students at the University of Melbourne. GSA is led by an elected Board of 8 graduate students, and on behalf of over 30,000 constituents represents graduate student interests to the University and wider community, provides facilities and services, delivers events and activities to promote graduate student community and academic excellence, and supports 149 affiliated graduate student groups.

As the largest dedicated postgraduate association in Australia, GSA's vision is for cohesive communities that actively empower graduate students to achieve meaningful holistic outcomes and experiences. Our mission is to enable and build these communities through proactive, responsible representation and advocacy; purposeful, impactful services and support; and strong partnerships with the University of Melbourne and relevant stakeholders and agencies.

About the role

The Training and Development Officer will develop and deliver high standard academic support and transition to work support training programs to University of Melbourne Graduate Students. The role will coordinate with the Student Engagement team and help maintain a high quality of operational student engagement standards. The position has delegated authority over technical training guideline standards and systems for service (training) delivery and will be involved in projects to improve employment capabilities of UoM graduates.

The Training and Development Officer will provide technical advice to other team members and directs casuals and volunteers on training issues where needed.

The Training and Development Officer will also support the delivery of the LEAD program with the support of the external consultant.

Please see the attached position description for more details.

Applications must include a CV, cover letter, and a response to the key selection criteria using the [STAR method](#). Applications not including these documents **cannot** be accepted.

Applications can be sent directly to jobs@gsa.unimelb.edu.au

Applications are due by Friday 30th July 2021, by close of business 5pm. Please include the title of the role in the email subject.

Any enquiries can be directed to Lisa Hadaway on 0457 404 952