



POSITION DESCRIPTION

Position: Academic and Careers Advisor

Contract type: Ongoing, full-time

Department: Residential College

Reporting to: Associate Dean, Academic Programs

Directly Supervising: Nil

Salary Range: Band 3 FTE \$88,849 plus 12% Superannuation and 17.5% Leave Loading

Contact: Dr. Michael Pickering Email: mpickeri@trinity.unimelb.edu.au

Date: October 2025

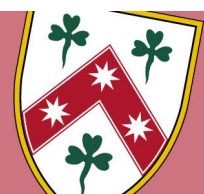
POSITION SUMMARY

The purpose of this position is to provide academic and careers advice and skills training to Residential College students, and to smoothly run the College tutorial program and associated activities. While experience with academic advising at tertiary level is necessary for the role, we are looking for someone who combines this with expertise in undergraduate student careers advising and employability and who is passionate about growing and developing this component of the program.

SELECTION CRITERIA

Essential:

1. An undergraduate degree in a relevant discipline area (eg. Arts, Science, Commerce).
2. Demonstrated experience in providing careers and employability advice and training to undergraduate students.
3. Experience providing academic advice, study planning and study skills support to undergraduate students.
4. Experience with timetabling, or the capacity to quickly develop competence in this area.
5. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community or similar environment.
6. Strong organisational skills with demonstrated ability to prioritise competing tasks, meet deadlines and work under pressure.
7. The ability to positively contribute and work within a team environment in addition to working independently.
8. Demonstrated computer skills using Microsoft Office applications and other software, including advanced Excel skills.
9. Ability to conduct basic or intermediate statistical data analysis.





10. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

Highly Desirable:

- High competency with spreadsheets and statistical analysis.
- An Honours/Masters/PhD in a relevant area (ideally in a STEM discipline).
- Knowledge or familiarity with University of Melbourne administrative and academic processes.
- Familiarity with the university college environment.

KEY RESPONSIBILITIES

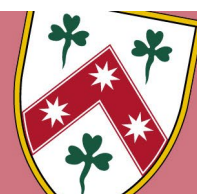
1. Provide careers advice and employability skills training to the undergraduate students in the Residential College.
2. Develop and run careers and employability skills workshops for students.
3. Organise and convene alumni evening events for students.
4. Organise and convene guest speaker events for students.
5. Work with the Associate Dean, Academic Programs to organise and run the annual careers day.
6. Provide academic advice to the student cohort, including but not limited to devising individual study plans and any remedial support needed by students.
7. Develop and deliver regular information sessions and Professional Development training for Academic Tutors.
8. Assist students with University of Melbourne administrative issues, special consideration applications and other equity applications.
9. Work with the Academic Team to produce the College's Tutorial Timetable.
10. Provide support to students and tutors to enable the smooth running of the Tutorial Program.
11. Gather enrolment data, results data and other metrics associated with the Academic Program, and write regular reports for SMT and the Board.
12. Arrange progress meetings with students whose academic performance is of concern.
13. Conduct student feedback surveys at various points during the semester to assess the effectiveness of the Academic Program offerings.
14. Assist with conducting Academic Tutor interviews and appointments.
15. Organise LMS and CANVAS access for Academic Tutors.
16. Liaise with the Alumni and Careers staff in assisting students with career planning.
17. Other task related to the College's Academic Program as determined by the Associate Dean, Academic Programs.

Further Information:

- As Trinity College is a Residential College, attendance at some after-hours events will be required, being flexible is essential.
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.





OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment
- Comply with any direction given by management for the intent of health and safety
- Report all accidents and incidents that occur in the workplace immediately
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir –Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

