



Position Description – Career Consultant, Casual Student Supervisor

Position Details

Position Title: Careers Consultant, Casual Student Supervisor

College/Portfolio: Education Portfolio **School/Group:** Students Group, Student Services

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 7 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Senior Coordinator, Digital Enablement & Career Services

No. of Direct reports: General supervision of casual staff and/or contractors as required

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources. The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Students Group

The Students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce.

We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference. We welcome a diversity of perspectives and are inclusive in our approach to work.

We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds, at various stages of their careers and including RMIT students.

We are a values-led organisation and we value imagination, integrity, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students

Position Summary

The Careers Consultant provides professional career development services to support vocational and higher education students in their transition to employment and further career opportunities. Through individual consultations, workshops, events and career education initiatives, the role delivers high-quality, student-centred advice that enhances employability and career readiness. Working collaboratively within a cross-disciplinary team and in partnership with academic colleges, program areas and other stakeholders, the Careers Consultant contributes to the development and delivery of integrated career services. The role also coordinates, trains, coaches and supervises casual student staff to support Career Connect, ensuring effective service delivery that enhances the student experience.

Key Accountabilities

- Provide individual careers counselling and career assessments to students and recent graduates within a dual sector institution (Vocational & Higher Education).
- Co-develop, plan and deliver innovative discipline aligned and cohort focused career development events, workshops and programs for students in the face to face and online environments.
- Liaise with employers, as appropriate, to build links with the RMIT community that support student career learning outcomes and enhance graduate opportunities.
- Coordinate the day-to-day activities of casual student staff supporting Career Connect, including workforce planning, rostering, workload allocation and service oversight to ensure responsive and effective service delivery.
- Coach, develop and supervise casual student staff to ensure the delivery of high-quality, student-centred career information and enquiry services, and to achieve team objectives
- Other duties consistent with the level of the position and focus on the group, as required.

Key Selection Criteria

1. Formal qualifications (as specified below) and significant relevant work experience and demonstrated expertise in individual careers counselling.
2. Highly developed communication and interpersonal skills, with the ability to effectively consult and build relationships with academic staff, employers and other internal and external stakeholders, and to provide career guidance and support to students with complex needs.
3. Knowledge of career development theory and practice, the principles of learning & teaching and demonstrated ability to apply these to the development and delivery of workshops, programs, curriculum and resources.
4. Strong knowledge of the graduate labour market and the Vocational and Higher Education sector and the issues that will impact upon the delivery and development of careers education and employment services to final year students and graduates.
5. Proven ability to think and work collaboratively, laterally, flexibly and effectively in a busy multi-disciplinary team environment
6. Demonstrated experience leading, supporting, and developing casual or student staff, fostering a positive team culture and ensuring consistent service delivery
7. High levels of emotional intelligence and interpersonal effectiveness, with well-developed team-building skills and a proven ability to motivate, engage and align individuals and teams to achieve positive service and performance outcomes.
8. Other duties consistent with the level of the position and focus on the group, as required

Qualifications

Mandatory

A post graduate qualification in Careers Counselling/Education/Development. The Careers Consultant will need to have a professional careers qualification recognised by the Career Industry Council of Australia.

Highly regarded

Membership of relevant professional careers association(s) (e.g. National Association of Graduate Careers Advisory Services (NAGCAS))

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.