

## Position Description: Employability and Industry Engagement Officer Australian National University China Liaison Office

<b>College/Division:</b>	College of Business and Economics (CBE)
<b>Position Title:</b>	Employability and Industry Engagement Officer (Beijing-based)
<b>Responsible to:</b>	Director, China Liaison Office, Australian National University Employability Manager, CBE, Australian National University

### PURPOSE STATEMENT:

The Employability and Industry Engagement Officer will be part of a dedicated student-facing team responsible for the development of professional skill development and career opportunities for students in the ANU College of Business and Economics.

*Note: This is a fixed-term (2 years) position based in the ANU China Liaison Office in Beijing, PR China.*

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Employability and Industry Engagement Officer is a member of the ANU China Liaison Office as well as of the Employability team in the ANU College of Business and Economics. Under the general direction of the Director (China Liaison Office) and Employability Manager (College of Business and Economics, CBE), the Officer will provide career-related advice to CBE students and graduates wishing to obtain internship or employment opportunities in China and Hong Kong SAR and engage with employers in China and Hong Kong to promote ANU interns and graduates and connect students with employers for these opportunities and through student recruitment events. The Officer will also provide support to CBE in managing relations with Chinese alumni and organising CBE/ANU events in China.

#### Role Statement:

Under the general direction of the Director (China Liaison Office) and Employability Manager (CBE), the Employability and Industry Engagement Officer will:

- Liaise with internal and external stakeholders, plan, coordinate, implement, and evaluate career development and employer relations, resources, programs, events, and projects that focus on and enhance the experience of CBE students in China and Hong Kong SAR.
- Contribute to the development of an Employability Strategy for CBE students in mainland China and Hong Kong SAR.
- Produce, analyse and interpret data related to the student experience and contribute to the dissemination of the work from CBE Employability via reports, presentations, or briefing notes.
- Provide career-related advice on resume writing, interviews, Chinese employment market and job opportunities (internship and graduate roles) to current ANU students and graduates, and provide in-country support for CBE students in China.
- Promote ANU students and graduates to China- and Hong Kong-based organisations, and assist organisations in recruiting CBE students for career opportunities (internship and graduate roles).
- Actively engage in ongoing professional development and make a continuing contribution to the CBE Employability initiatives.
- Coordinate initiatives on alumni relations for CBE in China.
- Carry out other related duties under the direction of the Director (China Liaison Office) on special projects (i.e., coordination of delegation visits from CBE and ANU)

### SELECTION CRITERIA:

1. Degree qualification with relevant industry experience with a strong interest in career development, industry engagement, and alumni relations.
2. High level interpersonal and communication skills in English and Mandarin, both written and oral, including the ability to design and deliver resources and training to student cohorts.
3. Demonstrated experience in events management including organising venues and catering and marketing and promoting events.
4. Demonstrated ability to work in a team environment, as well as independently, and experience in mentoring and/or supervision of students.

5. Demonstrated ability to show initiative, analyse and solve problems, manage projects, and prioritise tasks according to the demands of high-pressure peak periods.
6. Highly developed data analysis and problem-solving skills with proven proficiency in the use of the Microsoft Office suite of programs and ability to learn other IT systems quickly
7. Demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	