

Position Details

Business Entity	Kaplan Business School	Department	Careers/Student Experience
Job Title	Work Integrated Learning (WIL) Manager	Location	Sydney, Melbourne, Brisbane, Adelaide
Reports To	National Careers Manager	Direct Reports	0

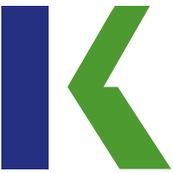
Overall Purpose

Reporting to the National Careers Manager, the Work Integrated Learning (WIL) Manager is responsible for managing and leading the continued development and implementation of student work integrated learning activities. The role will be required to work collaboratively within the wider Careers Central and Student Experience teams, delivering innovative student engagement strategies in the areas of WIL, career development, employability, and student experience at a national level. This includes, but is not limited to, facilitating the placement of undergraduate and postgraduate students into academic internship opportunities, developing and maintaining strong relationships with internship providers as well as current and prospective employers, and the management and delivery of all academic internship and careers related content, resources, events and workshops across Kaplan Business School campuses.

Key Responsibilities

Academic Internships

- Develop and maintain a Work Integrated Learning (WIL) and careers services framework and strategy to service the needs of KBS students, which includes:
 - Accountable for the administrative management of the schools Academic Internship trimester cycles, ensuring students are placed into academic internship opportunities for all relevant courses across our campus locations
 - Account manage and collaborate with the school's third-party Internship Providers for internship placement services, ensuring students are vetted and referred within prescribed time frames
 - Further develop the in-house WIL academic internship offering by promoting and growing self-sourced internship capabilities for students, and establishing and maintaining relationships with current and prospective employers
 - In collaboration with the academic and student experience teams, plan, design, and deliver campus presentations and workshops which encourage student participation in WIL activities
 - In partnership with the academic team, evaluate the success of WIL activities and career development learning within the curriculum and make recommendations for further improvement and development
 - Mentor, coach and support students to achieve their career goals through 1-on-1 career consultations and personalised job readiness skills training
 - Provide expert advice and insight regarding local recruitment practices and job market trends
 - Actively engage with students through ongoing and frequent careers interactions
 - Broker relationships between students, local industry contacts and external stakeholders



- Tracking, monitoring and reporting of student WIL activities, surveys, testimonies and uptake of services, through timely administration management of systems and student data records
- Contribute to the review of systems, policies and procedures, with a view to benchmark against WIL industry standards while focusing on the continual improvement of WIL services for future growth
- Strategically develop and maintain WIL related information (i.e. for marketing and website) as required, including the development of innovative promotional material and engagement strategies with a view to expand the WIL offering for wider student participation.
- Have a good understanding of and implement relevant legislative and governance requirements regarding Work Integrated Learning, student employment and work placements
- Completion of general and ADHOC administration tasks as required

Careers Events & Workshops

- As a valued team member within the Careers Central team, collaborate with campus Careers Advisors with the development of:
 - An engaging schedule of on campus careers events and workshops, which includes collaboratively supporting with the planning and delivery of careers workshops and events.
 - Partnerships with external event providers and promotion of external career enrichment events and activities for students.

Relationship Management

- Drive the development of new WIL host partnerships, industry and community contacts as well as campus corporate relationships that are necessary to provide career outcomes to students.
- Partnership management of key career services providers, including internship providers, employers, community organisations, industry bodies that assist delivery of WIL opportunities for students.
- Work collaboratively with internal stakeholders, including Heads of Disciplines and academic/teaching staff from relevant disciplines, campus managers, and professional and administrative staff within the school to deliver a positive and holistic student experience.
- Professionally represent Kaplan Business School at industry events, external corporate engagements and community events.
- Regularly maintain corporate relationships interactions on the CRM database and ensure all student records are updated on a daily basis.

Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements.
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health.
- Being a productive member of the Kaplan team by displaying the Company values through your day to day role.
- Adherence to Company Policy and Procedure.

Qualifications and Skills

Essential

- Demonstrated experience and understanding of career development learning, Work Integrated Learning (WIL) governance and delivery, and/or employability in a higher education context.



Position Description

- Previous experience working within a dynamic client facing environment developing and maintaining networks with industry partners and external stakeholders, which could include Work Integrated Learning (WIL) services, recruitment, career services, sales, business development, student experience or corporate relations.
- Excellent relationship management skills with the proven ability to broker and nurture positive outcomes and experiences.
- Previous experience delivering and facilitating events, guest speaker discussions and workshops.
- Well-developed interpersonal and communication skills combined, with excellent written and oral presentation skills.
- A self-motivated and innovative mindset to bring exciting new opportunities and ideas into the school.
- Ability to work under pressure, often autonomously and to prioritise work effectively without supervision.
- Positive and supportive communication style with experience across a variety of key stakeholders.
- Relevant Tertiary qualifications.

Employee Signature _____

Date _____

Manager Signature _____

Date _____