

CAREERS & PATHWAYS OFFICER

Fixed Term Position | Term 2 - 4



St Mary of the Angels is currently seeking a motivated, self-starter with outstanding communication, interpersonal and leadership skills to join our Careers & Pathways Team. The College Careers & Pathways Officer is responsible for assisting our senior year level students transition from Secondary College to further education or employment.

The successful applicant will:

- Be respectful of the Catholic ethos of the College
- Be highly organised and self managed
- Have a demonstrated ability to network and liaise with other organisations
- Be able to work both independently and co-operatively in a team environment
- Be IT proficient, including web page management
- Have demonstrated experience with the VTAC and VETIS process
- Be student focused and have a demonstrated commitment to positive outcomes

Applications should include:

- An introductory cover letter that makes reference to the Role Description
- Updated Resume inclusive of three professional referees

The Role Description can be obtained from
<http://www.smota.vic.edu.au/about/employment>

Applications to be emailed to: principal@smota.vic.edu.au

Applications closing date: Tuesday, 12th March, 2024