

Project Coordinator, Graduate Researcher Peer Networking Program

The University of Melbourne Graduate Student Association (GSA) is seeking a current University of Melbourne graduate researcher to coordinate a GSA-led SSAF-funded project to help graduate researchers succeed in their candidature while making new friendships and connections across disciplines.

The project is establishing a new model of peer mentoring and support at the University of Melbourne, which will enable experienced graduate researchers to facilitate discussions and share information and support that will strengthen the ability of graduate researchers to successfully navigate the challenging relationships, processes and dynamics which are core to the completion of their research degree.

The successful applicant will have a highly engaged and constructive style, and match a drive for creating positive change with a strong personal work ethic and an ability to manage the details.

They will be flexible and able to take initiative, be keen to develop the project with GSA in response to the needs of graduate researchers, and will enjoy communicating with other graduate researchers and staff across the University.

Key responsibilities:

- Work with GSA staff to plan, promote and evaluate the project
- Plan, deliver and evaluate events for up to 100 research students
- Coordinate volunteer graduate researcher facilitators for each event
- Liaise with faculties, graduate schools and University institutes to host events and promote the project

Desired experience:

- Experience in leadership and/or coordination roles
- Experience in facilitating positive outcomes through other people

Contact jobs@gsa.unimelb.edu.au for more information or to submit your cover letter and CV.

Hours: 12-month casual position with flexible hours averaging 1 day per week

Salary: \$41.24 per hour plus 11% superannuation

Applications close on Monday 3 July 2017. Interviews will be scheduled on Wednesday 12 July, with the successful applicant starting within the following week.