

## Position Description

### GSA Intern

**Created:** 24 November 2020

**Reports to:** Manager Student Engagement

**Level of supervision:** Direct supervision required and will be provided extensive professional development opportunities

**Time requirement:** 6-week program, one day per week

#### Position purpose

This internship role will provide graduate student participants the opportunity to learn soft and practical skills relevant to their future career development. Interns will assist staff, workshop ideas, and help plan services and programs at GSA.

#### Main Tasks

- Assist staff with planning, writing, and workshopping ideas
- Understand policy and opportunity to contribute to submissions
- Create social media content for publication
- Develop practical work skills and understanding of professional work environments

#### Intern duties

- Contribute to team discussions and projects

#### Key Selection Criteria

- Current graduate student at the University of Melbourne (students in their first year/semester are strongly encouraged to apply)
- Microsoft Office skills
- Organisational and time management skills
- Desire to develop practical work skills

#### Judgement and problem solving

- Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organisational knowledge.

*Please note: This position description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of the internship program, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only.*



## **Acknowledgement**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Intern

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Date

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Manager

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Date