

Position Description:

University Specialist Employment Partnership (USEP) Consultant

# **Brief description**

As a USEP consultant, you will be co-located on campus, working one on one with students with disability in their final year of study to achieve their graduate employment goals. Students may choose to register with you outside of the university environment prior graduation (if studying part-time) or after graduation, having built a good relationship with you and now aware of your provider’s expertise in this field.

# **Tasks and responsibilities**

* Foster high expectations with and for graduates with disability and employers.
* Ensure students are fully prepared for the job-search process by supporting them to:
  + prepare high-quality resumes, cover letters and responses to selection criteria
  + develop winning LinkedIn and social media strategies
  + build confidence in interview techniques.
* Offer strategies and ideas to build students’ confidence over time, including the ability to effectively share information about disability if and when required (the ‘how, why and when’ to share information about disability has been identified in research as a primary concern of university graduates).
* Seek opportunities with your university USEP team to build relationships with a range of internal university staff (e.g. wellbeing and mentor program coordinators, work integrated learning coordinators) to collaborate, learn and share expertise and skills.
* Refer students with disability to existing university services where possible and appropriate.
* Organise internships, placements and work experience throughout the year while assisting with applications for work post-graduation for the students you are supporting.
* Build relationships with relevant businesses, negotiate internships and placement intakes, and convert these into employment opportunities.
* Maintain record keeping and data collection for the USEP partnership through surveys and any method prescribed by your USEP partnership in accordance with the USEP agreement (meeting Office of Australian Information Commissioner [OAIC] privacy requirements and your organisation’s privacy policy). *The statistical information gathered from student surveys nationally is required to identify further opportunities for supports and to build evidence to advocate for fundamental, systemic policy changes to improve graduate employment outcomes for people with disability.*

Survey 1: <https://developingemployability.edu.au/usep-student-survey/>

Survey 2: <https://developingemployability.edu.au/usep-graduate-survey/>

* Create networks and contact lists ranging across sectors, industries, specialties and roles relevant to the student with disability you are working with.
* Utilise national partnerships and relationships with other USEP consultants to share information and resources.
* Engage with any established USEP community of practice for regular updates and opportunities to share information.
* Communicate with your local university partner to harness networks, knowledge and resources for your success!

# **Qualifications and requirements**

* Sound understanding of the university environment, developed through experience working within universities and/or completion of university qualifications.
* Capacity to work with employers to secure internships and employment for students that is commensurate with university qualifications.
* Capability to network and engage professionally with university staff.
* Demonstrated knowledge and understanding of the broad range of disabilities within the Australian community.
* Proven track record working within the DES environment, including: knowledge and understanding of local labour market, industry recruitment practices, government programs, supports and subsidies.
* Strengths-based, person-centred approach to empowering employers to understand the benefits of employing people with disability.
* Supporting people with disability to secure employment.
* Innovative, forward-thinking, problem solver with excellent communication skills to interact successfully in the university setting and to obtain graduate/internship positions with appropriate employers.