

Position Title	Placements/Work Integrated Learning (WIL) Coordinator
Group/Portfolio	Griffith Business School
Classification	HEW 6
Position Number	00054200
Reports To	Dean Engagement
Employment Type	Continuing

1.0 Position Purpose

The Placements/Work Integrated Learning (WIL) Coordinator is responsible for the effective coordination of WIL and Placements opportunities and experiences for students, usually across the relevant group, supporting a diverse and complex range of WIL, internship and/or placement programs. The Placements/WIL Coordinator will provide high level advice and support to the Academic leads in the design, development and delivery of WIL or Placements programs. This role is a key contact for students requiring advice in relation to student placements, and will play an integral role in identifying, developing and maintaining effective links with a diverse range of industry and university partners and other external bodies.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications with subsequent relevant experience, and/or an alternate equivalent combination of knowledge, training and/or experience.

3.0 Key Responsibilities

- Support the design, development and delivery of Work Integrated Learning, internship and/or placement programs.
- Coordinate and administer the student recruitment and admissions processes into relevant WIL programs.
- Oversee the administration and utilisation of dedicated education or placements software including monitoring student preplacement requirements and reporting as required. This may include undertaking project management of technology developments in the area of placements.
- Conduct research and analysis, preparation of reports, presentations and briefings to support the implementation of strategic, academic and business planning processes and continuous improvements to WIL programs.
- Contribute to the development and maintenance of group-based Placements or Work Integrated Learning (WIL) procedural systems to ensure compliance with governing standards.

- Provide policy and procedural advice to students, academic managers and key stakeholders on group-based WIL programs and/or a diverse range of school-based programs, industry placements or internships.
- Effectively collaborate and communicate with a broad range of discipline-based stakeholders including placements supervisors, student groups and other areas of the University.
- Identify, develop and maintain effective links with industry, university partners and other external bodies. This will include making contact with new placement partners, maintaining established placement provider relationships and/or identifying and securing future employment opportunities for graduates.
- Negotiate, establish and facilitate compliance with placement deeds with an extensive range of placement providers as required.
- Prepare reports and provide analysis related to WIL or Placements activities
- Contribute to the development of plans to effectively promote WIL or placement opportunities, including organising and participating in promotional or induction events.
- Coordinate and support ad hoc WIL or placement projects and working parties.
- Support accreditation requirements and processes.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).