

Role & Goal Statement for Student Advisors - (F/T or P/T)

Employee	
Job Purpose / Overview	To support students by phone and email and monitor student progress.
Key Accountabilities	<ul style="list-style-type: none"> • Student progress and monitoring • Marking assignments • Developing assessment plans and updating course materials
<p>To apply: Complete the Application Form and send a CV to: Australian College of Commerce and Management Locked Bag 8804 Wollongong NSW 2500 Or email to contact@austcollege.com.au</p>	<p>Enquiries: Chris Czarnosz Business and Technology Manager 02 42 259881</p> <p>Closing Date: Monday 25 Nov 2011</p> <p>Employment Conditions: \$20 p/h min 22.5 hrs p/w; max 38 hrs p/w Clerks Private Sector Award</p>

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<p>Student Monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> To actively encourage and monitor students by phone contact so that progress is on schedule and contract requirements are met <input type="checkbox"/> To conduct regular face-to-face workplace visits as needed <input type="checkbox"/> To keep accurate and detailed reports of monitoring activities 	<ul style="list-style-type: none"> <input type="checkbox"/> New students are contacted weekly in their first 6 weeks <input type="checkbox"/> Student progress and monitoring occurs on schedule so that 100% of first invoices can be issued on time ie. prior to 1 month from official traineeship start date <input type="checkbox"/> Student progress and monitoring occurs on schedule so that students complete qualification within specified timeframes <input type="checkbox"/> Audits show sufficient student monitoring with detailed monitoring comments as measured by a sample of 20 students per month; plus evidence of appropriate action for overdue and behind students <input type="checkbox"/> Withdrawals of students from courses for reason other than resignation from employer are less than 10% ie 90% completion rate except for resignations <input type="checkbox"/> Students are visited at least 2 times per annum; and as otherwise necessary
<p>Student Support and Marking</p> <ul style="list-style-type: none"> <input type="checkbox"/> To provide telephone and email support to students <input type="checkbox"/> To mark student work to the standard required. 	<ul style="list-style-type: none"> <input type="checkbox"/> To assist students who phone in seeking assistance <p>Marked work to meet standard answer requirements and moderation assessment</p>