

# Careers & Pathways Officer



St Mary of the Angels is a co-educational Year 7 – 12 Catholic Secondary College. We require an enthusiastic person to join our dynamic staff to assist with career and pathway development.

We are currently seeking a motivated, self-starter with outstanding communication, interpersonal and leadership skills to join our Careers & Pathways Team. The College Careers & Pathways Officer is responsible for assisting our senior year level students transition from Secondary College to further education or employment.

## The successful applicant will:

- Be respectful of the Catholic ethos of the College
- Be highly organised and self managed
- Have a demonstrated ability to network and liaise with other organisations
- Be able to work both independently and co-operatively in a team environment
- Be IT proficient, including web page management
- Have demonstrated experience with the VTAC and VETIS process
- Be student focused and have a demonstrated commitment to positive outcomes

## Applications should include:

- An introductory cover letter that makes reference to the Role Description
- Updated Resume inclusive of three professional referees

The Role Description can be obtained from

<http://www.smotanathalia.catholic.edu.au/about/employment>

Applications to be emailed to: [principal@smotanathalia.catholic.edu.au](mailto:principal@smotanathalia.catholic.edu.au)

**Applications close, Friday 3rd March, 2023**

*St Mary of the Angels community promotes the safety, wellbeing and inclusion of all children.*