



Position Description

Position Title: Careers & Employability Advisor	Classification: Level 4
Faculty/School/Office: Career Development Centre	Date Position Classified/Updated: December 2025

Purpose of the Position:

Reporting to the Head of Service - Careers, Employability and Experiential Learning, this role will deliver comprehensive career development and employability support to all Bond University students and Alumni through high-quality, individualised services including preparation and planning for experiential experiences, careers programs, workshops and management of resources.

More specifically, this role will work with current students and alumni:

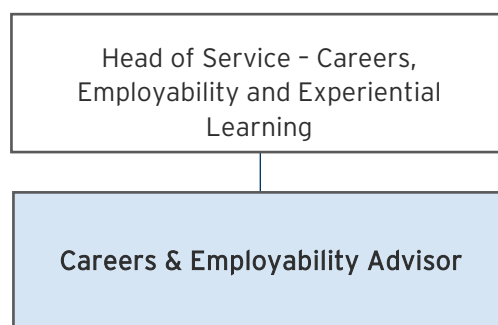
- To provide 1:1 consultation with students and Alumni in the development of their career goals and professional skills.
- To deliver career counselling consultations and workshops to Bond students focussed on career planning, career development and employability.
- To support students through the various levels of graduate recruitment and strategies for employment or other post study options.
- Establish effective relationships with internal stakeholders to develop careers programs to support students with the transition from university to career.
- Develop, design and deliver relevant careers and employability seminars and activities into specific disciplines and subjects within a variety of programs with supporting resources.
- Maintain labour marketing knowledge and expertise across some specific degree/discipline and updating of associated careers resources.
- To provide support to students completing Beyond Bond activities to achieve progression.

Additionally, the role will:

- Develop and lead training programs in all aspects of career planning including resume writing, job applications, networking and interview skills.
- Develop training materials and careers resources to assist students with career planning and preparation.
- Work with the CDC's Industry Team in the preparation of students for placements and engaging with Industry including networking.
- Liaise with student bodies to ensure services provided are accurate and aligned with student expectations.
- To assist with and marketing the careers events to current student and Alumni.

Reporting Relationship:

This position reports to:

**Selection Criteria:**

- University degree with a minimum of 2 years experience in a training, recruitment or human resources related role.
- Career counselling experience with relevant qualifications in Career Development associated with eligibility for membership with NAGCAS or CDAA or a willingness to complete as further professional training.
- Proven experience to deliver high quality support to clients in aspects of career development and planning.
- Experience in or demonstrated capacity to consult, assist and advise domestic and international students about career preparation and employability.
- Excellent written and verbal communication skills, including capacity to confidently deliver presentations to groups.
- Experience working with diverse cohorts including First Nations students, students who identify as LGBTIQ+ and linguistically and culturally diverse clients.

Desirable Criteria:

- Experience in a university environment or other learning institute.

Competency	Responsibility
Career and Employability Services to students and Alumni	<ul style="list-style-type: none"> • Provision of a high-quality careers support and advising to students and Alumni via consultations, events and activities. • Provide informed advice and support with regards to employability activities including part time employment, placements, graduate employment and volunteering. • Advice to students and Alumni on resumes, selection criteria, cover letters, interview skills and other additional support through a recruitment process.
Design and delivery of workshops	<ul style="list-style-type: none"> • Design, delivery and review of workshops and seminars specific to areas of support and degree/disciplines. • Evaluation and continual updating of current resources associated with workshops.
Effective relationships with internal stakeholders	<ul style="list-style-type: none"> • Development of relationships with specific Faculty and other internal stakeholders to ensure effective service delivery. • Development of disciplines specific careers content.
Maintaining knowledge of	<ul style="list-style-type: none"> • Develop and maintain knowledge of current labour market information and industry trends via professional development, webinars and research.

Labour Market and industry trends	<ul style="list-style-type: none"> • Provide accurate advice and support to students and Alumni in line with the latest labour market information and industry trends.
Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> • Staff will engage with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> • Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.