

# PROFESSIONAL PLACEMENTS (Scholarship)

## Position Description

This placement is only available to Swinburne students who are eligible for Professional Placements program.

**A Professional Placement** is a 6 or 12 months full-time paid placement for undergraduate students who have completed at least half of their degree with a credit average.

**Host organisations:** Please complete a Position Description highlighting the benefits of the placement from the student's point of view and being as detailed as possible.

**Students:** Ensure your resume is tailored to the position description below. Create a competitive Cover Letter and Resume showing your interest in the host organisation and addressing the Knowledge/Skills Required section. Be careful to follow instructions and submit a transcript of results if requested. We also recommend you utilise all of our resources on [Cover Letters](#) and [Interviews](#) prior to applying.

If you have any questions regarding the role, please contact [profplacements@swin.edu.au](mailto:profplacements@swin.edu.au) and the Employability team will reach out to the host organisation on your behalf.

HOST ORGANISATION DETAILS	
Name of host organisation	KIOSC (Swinburne University of Technology)
Host organisation profile	<p>KIOSC (Knox Innovation Opportunity and Sustainability Centre) is a unique STEM Education and Trade Training Centre located in the WK Building, Swinburne University of Technology, Wantirna Campus.</p> <p>KIOSC inspires primary and secondary school students to connect to their role in a sustainable future through innovative education programs that foster creativity and problem-solving, and raise the profile of green pathways, STEM (Science, Technology, Engineering and Mathematics) and skills for employability. In 2019, KIOSC provided learning experiences to over 9,000 students.</p> <p>KIOSC's core Discovery programs vary widely thematically, ranging from sustainable management of resources such as water, food and energy through to space exploration, forensic science and Industry 4.0. The types of technology used by both staff and students include robotics, microcontrollers, 3D printers, electronic prototyping platforms, virtual reality, and more.</p> <p>KIOSC is seeking to employ an undergraduate student to be part of the team.</p>
Host organisation values	<p><b>Inspiring Learners to Explore Innovative Solutions to Global Challenges</b></p> <p><i>Values:</i></p> <ul style="list-style-type: none"> <li><b>One Team</b> - We value working as one team bringing our unique skills to achieve our common purpose and strategy. We draw on our rich and diverse experience and backgrounds to support our success.</li> <li><b>Future Focused:</b> We commit to taking bold strides – based on grants and their KPIs - and are constantly innovating, disrupting, renewing and changing to create tomorrow's technology and talent.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Engaged</b> - We strive to engage educators and industry to inspire learners and to amplify our impact and support all students and expose our educators and learners to broader opportunities in Australia and globally.</li> <li>• <b>Empowered</b> - We are trusted, and expected, to act and make decisions commensurate with our roles and skills, and to drive continuous improvement, to deliver our common goals.</li> <li>• <b>Accountable</b> - We are accountable for our contributions to KIOSC's success and sustainability, for the ways we work together, and for the outcomes that we deliver for students, partners and society.</li> </ul>
ABN	
Website	www.kiosc.vic.edu.au
Address ( <i>street, suburb, postcode</i> )	WK Building, Swinburne University of Technology, 369 Stud Road, Wantirna South
<b>PLACEMENT DETAILS</b>	
Placement title	KIOSC Systems Coordinator
Role reports to ( <i>name and title</i> )	<p>Leanne Cairn, KIOSC Project Leader KIOSC Director is responsible for the strategic planning and future direction of KIOSC.</p> <p>KIOSC Project Leader: Responsible for the operational components of KIOSC on a daily basis. This includes oversight of curriculum programs, school bookings and logistics and various daily duties.</p>
Supervisor support to students	Through a structured induction program. Fortnightly catch-up or during remote work daily standup meetings. Mentoring and guidance through the projects and work assignments.
Department name and profile	<p>The KIOSC STEM education team is led by a Project Leader. The team is comprised of five STEM Educators responsible for the design and delivery innovative programs.</p> <p>Overseeing the operations of KIOSC is the Director, responsible for program delivery across KIOSC programs, Vocational Education Training (VET), Victorian Certificate of Education (VCE) and strategic projects. An administration function supports the team.</p>
Onboarding/induction process	<p>Induction and onboarding sessions with Compliant training</p> <p>Existing policies and procedures to support that enables individual performance:</p> <ul style="list-style-type: none"> <li>- OH&amp;S</li> <li>- Disability Awareness Plan</li> <li>- Accessibility communities</li> <li>• Diversity Awareness Plan</li> <li>• Ergonomic assessments</li> <li>• Reconciliation Action Plan</li> </ul> <p>An interview will contain opportunities for candidates to explain how they do their best work.</p>
Work arrangement	<input checked="" type="checkbox"/> on-site <input type="checkbox"/> remote/from home <input type="checkbox"/> hybrid

Duration of placement <sup>1*</sup>	<input checked="" type="checkbox"/> 6 mths <input checked="" type="checkbox"/> 12 mths	Weekly placement hours (38/40)	38
Preferred start date (DD-MM-YYYY)	<b>1<sup>st</sup> August 2023</b>		
Scholarship amount	\$34,500	Number of students required	1
Is this opportunity exclusive to Swinburne?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>ROLE DETAILS</b>			
Placement tasks and responsibilities	<ul style="list-style-type: none"> <li>• Schedule and maintain technology equipment (SOP) e.g. 3D printers, drones and robots. Conduct technology audits (equipment in need of repair or replacement; equipment recorded in asset register).</li> <li>• Manage the Learning Management System accounts and section creations</li> <li>• Manage the iPad system.</li> <li>• -Assist with other KIOSC technologies such as Igloo system, VR, Quitch etc</li> <li>• Develop positive working relationship with wider Swinburne departments for advice and assistance with main contacts being IT Services (technical issues, installing and configuring computer hardware, software and systems) and AV Services (maintenance of AV equipment e.g. projector and touch screen technologies).</li> <li>• Prepare, set up, pack down and manage (safe storing) of equipment and consumables.</li> <li>• Investigate and source new emerging technologies that could be utilized in KIOSC programs. This would include establishing relationships with external providers to source advice or quotes.</li> <li>• Attend internal meetings as required within the scope of work.</li> <li>• Provide a weekly status report to Project Leader.</li> <li>• Other duties as agreed and in consultation with supervisor</li> </ul>		
Core knowledge & technical skills required for this placement	<p><b>Basic understanding of robotics and electromechanical devices</b></p> <ul style="list-style-type: none"> <li>- Adapt a methodical approach to tasks.</li> <li>- Eye for detail</li> <li>- Analytical/digital skill capability</li> </ul> <p><b>A methodical approach to tasks and good time management skills</b></p> <ul style="list-style-type: none"> <li>- Detail oriented to be pro-active</li> <li>- Open to learning new technologies and engaging with their role in an educational context <ul style="list-style-type: none"> <li>- Good verbal and written communication skills suitable for liaising with different levels of stakeholders</li> <li>- Initiative and enterprise: willing to think outside the square, contribute ideas and accept those of others.</li> <li>- <b>Teamwork:</b> able to adapt to a collaborative approach working with a small and tight-knit team</li> </ul> </li> </ul>		
Other skills including transferable skills	<ul style="list-style-type: none"> <li>- A methodical approach to tasks and good time management skills</li> </ul>		

	<ul style="list-style-type: none"> <li>- Detail oriented to be pro-active</li> <li>- Open to learning new technologies and engaging with their role in an educational context</li> <li>- Good verbal and written communication skills suitable for liaising with different levels of stakeholders</li> <li>- Initiative and enterprise: willing to think outside the square, contribute ideas and accept those of others.</li> <li>- Teamwork: able to adapt to a collaborative approach working with a small and tight-knit team</li> </ul>
Any other information (E.g. require driver's license, Police check, vaccination etc.)	WWC, Drivers License
<b>APPLICATION DETAILS</b>	
Equity information	We encourage applicants from diverse backgrounds to apply. We are committed to making our recruitment and placement arrangements fair and equitable. If you would like to discuss specific accessibility or support requirements to help you demonstrate your ability during the recruitment process or do your best work if you are placed with us, please contact <b>Leanne Caira, KIOSC Project Leader</b> for a private discussion.
Application documents required	<input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Academic Results <input type="checkbox"/> Other: (please specify)
Other Application documents required (E.g. Portfolio)	Copy of working with children check
Application closing date <sup>2</sup>	June 2023
Application address to	<i>Name and title of Host contact that applications should be addressed to.</i>
How to apply	<b>All applications must be submitted via InPlace</b>

\*Placements commencing in August/September will need to be less than 12 or 6 months in duration to ensure the students will be able to return to their studies in the following semester/year.

<sup>1</sup> International Students can only undertake a 12-month placement.

<sup>2</sup> Students should apply via InPlace earlier rather than later, as applicants may be interviewed and appointed before the application closing date.

<b>NOTE TO STUDENTS</b>
<p><b>WHAT HAPPENS IF YOU GET AN OFFER?</b></p> <p>Students should not continue to apply for placement opportunities once they have accepted an offer. Once a student receives and accepts an offer, the expectation is that you will honour that agreement and advise any other organisations you have secured an interview with that you have obtained another placement.</p> <p>If you are unsure whether the opportunity is right for you, or if you are waiting to hear back from another interview, you may like to consider asking the organisation making the offer for 48-hours to consider their proposal. Students should factor in the risk of being perceived as not interested when deciding if asking for additional time to consider the offer is in their best interests.</p> <p>A Professional Placement is an academic program, and it is a requirement that a student on a placement must be enrolled in the two Professional Placement academic units of study each semester (Integrated Professional Placement and Work Experience in Industry) which are delivered online. If you withdraw from one or both units, your placement with the host organisation will be automatically terminated.</p>

OFFICE USE ONLY					
Approved by WIL Coordinator(s)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Name(s)		Date	

DISCIPLINE(S) RELATED TO THE ROLE
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**The following section is to be completed by the Swinburne Academic WIL Coordinator**

**Arts and Humanities**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Criminology         | <input type="checkbox"/> International Relations | <input type="checkbox"/> Social Science |
| <input type="checkbox"/> History/ Philosophy | <input type="checkbox"/> Politics                |   |

**Business**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accounting       | <input type="checkbox"/> Human Resource         | <input type="checkbox"/> Logistics & Supply Chain |
| <input type="checkbox"/> Commercial Law   | <input type="checkbox"/> International Business | Management  |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Management             |   |
| <input type="checkbox"/> Finance          | <input type="checkbox"/> Marketing              |   |

**Communications**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Advertising                   | <input type="checkbox"/> Film & Animation | <input type="checkbox"/> Media            |
| <input type="checkbox"/> Creative/Professional Writing | <input type="checkbox"/> Film & TV        | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Digital Advertising/Marketing | <input type="checkbox"/> Journalism       | <input type="checkbox"/> Social Media     |

**Design**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Architecture                 | <input type="checkbox"/> Digital Media Design  | <input type="checkbox"/> Interior Architecture |
| <input type="checkbox"/> Branded Environments         | <input type="checkbox"/> Industrial Design     | <input type="checkbox"/> Photomedia            |
| <input type="checkbox"/> Communication/Graphic Design | <input type="checkbox"/> Interaction Design/UX |  |

*Please note: Interior Architecture & Industrial Design are honours programs only- contact us for more details.*

**Engineering**

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|---|---|---|
| <input type="checkbox"/> Aviation Management        | <input type="checkbox"/> Electrical and Electronics | <input type="checkbox"/> Mechanical Engineering |
| <input type="checkbox"/> Biomedical Engineering     | <input type="checkbox"/> Robotics/Mechatronics      |   |
| <input type="checkbox"/> Product Design Engineering | <input type="checkbox"/> Civil Engineering          |   |

**Science**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Biochemistry  | <input type="checkbox"/> Chemistry             | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Biotechnology | <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Physics     |

**Health Science**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Applied Statistics    | <input type="checkbox"/> Health Communication | <input type="checkbox"/> Psychology & Forensic Science |
| <input type="checkbox"/> Biomedical Science    | <input type="checkbox"/> Neuroscience         | <input type="checkbox"/> Psychology & Psychophysiology |
| <input type="checkbox"/> Clinical Technologies | <input type="checkbox"/> Nutrition            |  |

**Information Communication Technologies and Games**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Business Analysis   | <input type="checkbox"/> Games and Interactivity | <input type="checkbox"/> Networking      |
| <input type="checkbox"/> Computer Science    | <input type="checkbox"/> Software Development    | <input type="checkbox"/> Web Development |
| <input type="checkbox"/> Cybersecurity       | <input type="checkbox"/> Software Engineering    |  |
| <input type="checkbox"/> Information Systems | <input type="checkbox"/> Telecommunications      |  |

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|--|--|
| <input type="checkbox"/> <b><u>Law</u></b> | <input type="checkbox"/> Other: (Please specify) |
|--|--|

