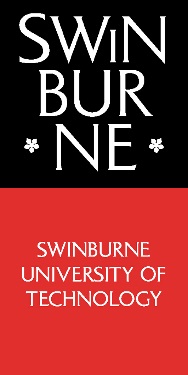
**PROFESSIONAL PLACEMENTS**

**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](https://swinburne.careercentre.me/Resources/CustomPage/CustomPage2.aspx?CustomPageId=2344) and [Interviews](https://swinburne.careercentre.me/Resources/imodule/M8.aspx)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.

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| **HOST ORGANISATION DETAILS** | | | |
| Name of host organisation | August | | |
| Host organisation profile | Hello.  We’re August.  Like the month. And the adjective.  We exist to help marketing teams perform better.  For the last 18 years, we’ve been immersed in change and successful digital marketing solutions with our clients.  We’re smart, we know our stuff, and we also like to think things through. A strategic approach with effective tactical execution wins every time.  We love to execute smart strategies and build valuable business solutions. We’re proud to say that the quality of our work and the relationships we build, drives repeat and referral business. There is no better measure of success.  Building useful solutions is an important part of our partnerships with clients. Our values underpin everything we do. Our approach, clarity of thought, refinement of ideas, thorough planning, veracity, and high-calibre execution show that we mean business.  If that sounds august, you’re right. We are.  One last thing – we were named Best Place to Work in the Professional Services category 2023 by AFR BOSS Best Place to Work. You can find out more on our website. | | |
| Website | www.august.com.au | | |
| Address *(street, suburb, postcode)* | 21 David Street, Richmond, 3121 | | |
| **PLACEMENT DETAILS** | | | |
| Placement job title | An internship like no other – learn the business of your craft. | | |
| Role reports to *(name and title)* | Sarah El-Atm, General Manager | | |
| Supervisor support to student/s | This role will work closely with various roles within the team to help improve our client value, communications, and business processes each day. This role will be mentored by our General Manager, and senior team members to lean on and seek guidance from, as we continually evolve as a business. | | |
| Department name and profile | You will be part of a multidisciplinary team that is collaborative across every aspect of the business. This role is like no other and you’ll be joining a pretty special team.  You’ll be contributing to work (both internal and client facing) that has a direct impact on our clients, their customers, and our team. Whether it’s assisting with client projects, internal work or being part of team discussions – your contribution is expected and encouraged.  August is a flat organisation where our team is made up of skilled specialists who work collaboratively and in multidisciplinary teams to solve problems. Depending on the work you'll be doing, you could be working with another developer, designers, copywriters, analysts, or consultants to help solve the problem you're working on.  Nobody at August works on problems alone and we have a strong culture of mentorship and training throughout the business. Our seniors are cognizant of their responsibility to help others learn and develop in the team as well as maintain their own development for the benefit of the wider team. | | |
| Onboarding/induction process | August has an extensive onboarding process for all team members, regardless of seniority. The onboarding process lasts 2-4 weeks depending on capability and activities at the time. A new team member is taught by everyone at August on a topic that is important to the business – whether that’s processes, tools, historical context, values, and culture.  Where possible, we try to run intakes of new team members so that no team member, particularly junior team members, are not starting alone. We would seek to maintain the same processes for the successful candidate of this role. | | |
| Duration of placement 1\* | 6 mths 12 mths | Weekly working hours (38/40) | 40 |
| Preferred start date (DD-MM-YYYY) | As soon as is practicable after your exams. | | |
| Payment: annual salary (excluding super)2 | Salary TBC with successful candidates | Number of students required | 1 or 2 |
| Is this opportunity exclusive to Swinburne? | Yes No | | |
| **ROLE DETAILS** | | | |
| Duties and responsibilities | * Interact with team members on a daily and weekly basis. * Work with the team in the development and production of marketing collateral, proposals, and presentations. * Help continue to improve the Client Service and Delight Engineering aspects of August. This includes meeting and workshop catering, meeting and workshop room setup and pack down, continuing to improve this area of the business – owning this work as much as possible * Participate in client meetings with our consultants and analysts * Support day-to-day communications with client services team (coordinates meetings, notes, status reports, task lists, etc.) * Working with other members of the team to improve client services and delight our client engagements * Work with and learn our online systems to manage client engagements and contractual obligations * Other duties as assigned | | |
| Core knowledge & technical skills required to perform this role | Working knowledge of digital marketing, website design and development, and creative processes   * Extensive Microsoft Office expertise, especially Word, Excel, and PowerPoint * Intermediate knowledge of Adobe Creative Suite * Experience with or ability to learn various collaboration tools * Excellent written and verbal communication * Excellent analytic and computer capabilities | | |
| Other skills including transferable/soft skills | * Demonstration of a ‘learning mindset’ * Be curious and take initiative * Ability to think, learn and adapt quickly * Demonstrated commitment in seeing projects through, even when they get difficult * Ability to manage your own time and work as part of a team * A willingness to roll up your sleeves and get your hands dirty * Bonus points for retail, hospitality or other service-led experience | | |
| Any other information (*E.g., require driver’s license, Police check etc.)* | Successful candidates will need to have a provisional or full driver’s license valid in Victoria. | | |
| **APPLICATION DETAILS** | | | |
| Application documents required | ☒ Cover Letter ☒ Resume ☒ Academic Results  Other: (please specify) | | |
| Other Application documents required (*E.g., Portfolio)* |  | | |
| Application closing date 3 | See InPlace for key dates | | |
| Application address to | Sarah El-Atm, General Manager | | |
| How to apply | **All applications must be submitted via the August website: www.august.com.au/work-with.us** | | |

*\*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.*

*1 International Students can only undertake a 12-month placement.*

2 *Professional placements are paid as a direct hire arrangement, and the host organisation and the student enter into a full time fixed term employment contract for the duration of the placement. The host organisation agrees that the student is paid within regulatory requirements of all State and Federal legislation pertaining to the Fair Work Commission.*

*3 Students should apply via InPlace earlier rather than later, as applicants may be interviewed and appointed before the application closing date.*

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| **NOTE TO STUDENTS** |
| **What happens if you get an offer?**  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.  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.  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 of these units, your placement with the host organisation will be automatically terminated. |

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| **OFFICE USE ONLY** | | | | | |
| Approved by WIL Coordinator(s) | Yes  N/A | Name(s) | Pete Ciszewski | Date | 2019 |

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| **DISCIPLINE(S) RELATED TO THE ROLE** |

**The following section is to be completed by the Swinburne Academic WIL Coordinator**

[**Arts and Humanities**](http://www.swinburne.edu.au/study/find-a-course/arts-social-sciences/)

Criminology

History/ Philosophy

International Relations

Politics

Social Science

[**Business**](http://www.swinburne.edu.au/study/find-a-course/business-management/)

Accounting

Commercial Law

Entrepreneurship

Finance

Human Resource

International Business

Management

Marketing

Logistics & Supply Chain Management

[**Communications**](http://www.swinburne.edu.au/study/find-a-course/media-communications/)

Advertising

Creative/Professional Writing

Digital Advertising/Marketing

Film & Animation

Film & TV

Journalism

Media

Public Relations

Social Media

[**Design**](http://www.swinburne.edu.au/study/find-a-course/design/)

Architecture

Branded Environments

Communication/Graphic Design

Digital Media Design

Industrial Design

Interaction Design/UX

Interior Architecture

Photomedia

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

[**Engineering**](http://www.swinburne.edu.au/study/find-a-course/engineering/)

Aviation Management

Biomedical Engineering

Product Design Engineering

Electrical and Electronics

Robotics/Mechatronics

Civil Engineering

Mechanical Engineering

[**Science**](http://www.swinburne.edu.au/study/find-a-course/science/)

Biochemistry

Biotechnology

Chemistry

Environmental Science

Mathematics

Physics

[**Health Science**](http://www.swinburne.edu.au/study/find-a-course/health/)

Applied Statistics

Biomedical Science

Clinical Technologies

Health Communication

Neuroscience

Nutrition

Psychology & Forensic Science

Psychology & Psychophysiology

[**Information Communication Technologies**](http://www.swinburne.edu.au/study/find-a-course/information-communication-technologies/http:/www.swinburne.edu.au/study/find-a-course/information-communication-technologies/) **and** [**Games**](http://www.swinburne.edu.au/study/find-a-course/games-animation/)

Business Analysis

Computer Science

Cybersecurity

Information Systems

Games and Interactivity

Software Development

Software Engineering

Telecommunications

Networking

Web Development

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| [**Law**](http://www.swinburne.edu.au/study/find-a-course/law/)  Other: (Please specify) |