



## DUELI Leadership and Internship Program

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<b>School/Centre</b>	Deakin University English Language Institute (DUELI)
<b>Faculty/Institute/Division</b>	Deakin International
<b>Classification</b>	Casual HEW 1 (\$29.75)
<b>Primary Location of Work</b>	Melbourne Burwood Campus
<b>Vacancy Closes</b>	Sunday 11 June 2017

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### ABOUT DUELI

Deakin University is one of Australia's finest universities and is ranked in the top 3% of all universities in the world.\* Deakin is also ranked among the top 50 universities in the world under 50 years of age.^

Many students come to the Deakin University English Language Institute (DUELI) so that they can pursue degree studies at Deakin University. Many others study at DUELI for their own personal or professional development.

DUELI gives students the chance to meet new people and explore new cultures. It is a fantastic opportunity for students to share knowledge, ideas, experiences, and make life-long friends.

### ABOUT YOU

You are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, LIVE the Future, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

### POSITION CONTEXT

DUELI employs highly qualified and experienced professional staff who are ready to give students the help they need to succeed. Sometimes however, it helps students most to get advice from someone who has been through the same study experience. That is why DUELI Leaders are employed- to answer student's questions and to support them in adjusting to study and life in Australia.

The DUELI Leadership and Internship Program was established to provide an opportunity for DUELI students to further develop their English as well as developing professional skills and improving their confidence. We also wanted to create a student led environment where students could direct and drive further opportunities for other students.

The Leadership Program aims to engage students on a variety of levels to improve their experience as a DUELI/Deakin student. We aim to increase their social networks so that they are better equipped in their academic career, whilst also improving their self-confidence and their confidence in engaging in English and seeking out appropriate support.

## **KEY DUTIES**

DUELI Leaders are involved in a variety of roles including, but not limited to:

- supporting new students during orientation
- organising and managing weekly social activities for DUELI students
- taking prospective students and guests on campus tours
- attending off campus Marketing events as Ambassadors for DUELI and Deakin University
- working towards the best possible study experience for DUELI students

## **ELIGIBILITY**

- Enrolled in a Deakin University course with at least 6 months remaining and you have successfully completed your DUELI studies

## **KEY SELECTION CRITERIA**

1. Strong communication and interpersonal skills with the ability to communicate effectively with people from different backgrounds
2. The ability to work positively and effectively as part of a collaborative work team and work well with different working styles
3. The ability to familiarise yourself with relevant support services and refer students appropriately
4. The ability to overcome challenges in a professional manner
5. Clear and realistic ideas to improve the DUELI student experience
6. High attention to detail and a high level of accuracy.

To apply to be a DUELI Leader please submit the below documents by the vacancy close date (detailed on the first page) to [dueli-leadership@deakin.edu.au](mailto:dueli-leadership@deakin.edu.au)

- DUELI Leadership and Internship Program Application cover sheet
- CV (resume)
- A separate page with answers to the 6 Key Selection Criteria. The answers should show your understanding of the Selection Criteria and your relevant experience. Maximum 1 paragraph for each Selection Criteria and maximum 200 words for each paragraph.

Incomplete applications (not including the above three documents) will not be accepted for consideration.

\* According to the Times Higher Education, QS and ARWU world university rankings.

^ According to the Times Higher Education and QS world university rankings.