Student Job on Campus Recruitment Process

Contents

Introduction

ACU staff are encouraged to employ current ACU students in Student Jobs on Campus positions in meaningful and engaging employment on campus. Students benefit by being able to earn where they learn in a familiar, supportive environment by gaining work experience and core skills designed to enhance their graduate employment.

Below is the process for advertising and recruiting Student Jobs on Campus positions which appears on CareerHub, the students job board. Please note, the time between posting a job and the commencement of student casuals is a minimum of 3 - 4 weeks, depending on the role, length of advertisement, how soon you conduct interviews and appoint the successful student/s and raise their contracts. We recommend advertising SJC roles for a minimum of two weeks to allow for ample time for promotion and sufficient student applications. A variety of national and campus specific promotional strategies are detailed in the 'Student Job on Campus Promotional Manual'. We encourage you to promote these roles within student and staff networks.

We recommend students work up to 14 hours per week so students can effectively manage their work and study load. If the role requires longer hours, you might want to consider a job share between students.

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Creating an SJC Job Advertisement

Required Information for and SJC Job Ad

1. Before beginning the recruitment process, please read the [ACU Employment of Casual Professional Staff](#) policy on the ACU website to familiarise yourself with the necessary information.
2. Please have a look at the SJC Job Advertisement Template (Appendix 1) to help guide the format of your job advertisement.
3. You will need to fill in the details required including the remuneration rate, you may refer to ['Professional Staff Salary Rates'](#) from the university to view the various HEW levels. Please contact HR advisory service via service central to gain the appropriate HEW level according to the role's tasks and responsibilities. A short or comprehensive description of the job tasks/responsibilities is required along with any relevant selection criteria you deem fit.
   - *Length of Advertisement:* We typically recommend 2 weeks at a minimum, however you can request to have this shorter or longer depending on the urgency of filling the job position.

Posting Jobs on Career Hub

To post your role for students to view, you will need to have a user account in CareerHub. [CareerHub admin (acu.edu.au)](#)

If your department is already registered, please log in using the sign in credentials under that Organisation or if you are unsure of the correct credentials select Request Access to an Existing Organisation.

If you or your department have not previously used CareerHub, please refer to the below instructions on how to register. Otherwise continue to the section 'Posting a Job on CareerHub' for information on posting your job.

Registering as a user on CareerHub

Please go to:

1. the [ACU CareerHub Employer Portal](#)
2. click on Register/Log in on the left-hand side of the page and Create Account
3. choose Register New Organisation, including ACU or Australian Catholic University and the name of the department in the organisation name.

Once you have completed this step, you will be associated with this Organisation as a contact and will be able to advertise positions to students now, and in the future.

Posting a Job on CareerHub

1. Sign into https://unihub.acu.edu.au/admin/home/today using your user credentials.

2. Select 'Add Job' from the top menu.
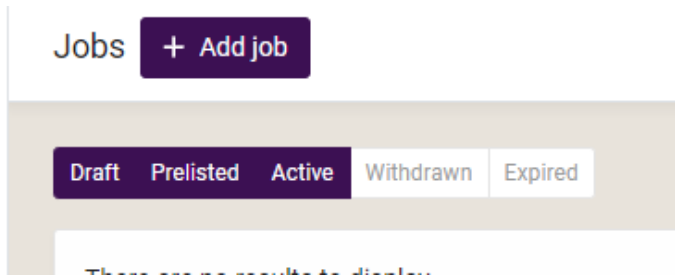
3. Enter all the details from the Job Advertisement template into the relevant fields.

   a. The 'Position Title' should follow the stylistic format: ACU Student Jobs on Campus – Position Title (Campus) e.g., *ACU Student Jobs on Campus – First Year Student Mentor (Canberra Campus)*

   b. Ensure you have updated the closing to date, so it is correct.

   c. Select 'Not specified' under *Number of positions.*

   d. Input the extracted commencement date and remuneration rate.

   e. *Contract hours* should be 'Temporary' and *Contract hours* should be 'Casual'.

   f. Add the location of the role under *Location.*

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Visibility settings

Select a work group to own this job

Careers Service ▾

Publish date (required)

3-Oct-2023 📅

Application closing date (required)

31-Oct-2023 📅

Contact information

Display contact

▾

Administrative contact

▾

General details

Number of positions available (required)

Not specified ▾

Expected commencement date (required)

December 2023

Remuneration (required)

$37.65 per hour (inclusive of 25% casual loading

Contract type (required)

Temporary ▾

Contract hours (required)

Casual ▾

Residency requirements

▾

Locations

🇦🇺 Australia (AU) ⌄ | VIC ⌄ | Melbourne | 🗑

+ Add a location

g. Under *Descriptive details* and *Summary*, add in a brief, one sentence description of the role. We usually use the first sentence of the Position Description.

Descriptive details

Summary (required)

The First Year Student Mentor is responsible to provide peer to peer support and encouragement to commencing students for their successful transition to university life via face to face and virtual mediums.

h. Under *Details*, add in the following sections. Reformat to add appropriate spacing.

    i. Position Description

    ii. Tasks

    iii. Approximate Work Hours and Commencement

    iv. Conditions of the Role

POSITION DESCRIPTION

The First Year Student Mentor is responsible to provide peer to peer support and encouragement to commencing students for their successful transition to university life via face to face and virtual mediums. The mentoring role is flexible, with opportunities to work online and on campus and shifts will be scheduled around your study and other commitments. Both domestic and international students are encouraged to apply. Training will be provided to successful applicants.

As part of the First Year Student Mentoring program you will assist new students to settle at ACU by:
- Being a friendly and supportive peer,
- Answering common questions,
- Mentoring commencing students,
- Promoting the services and opportunities available to students.

Students will have to submit three separate documents; a cover letter, resume, and responses to each of the selection criteria as part of their application.

TASKS

- Providing advice, direction, support, and encouragement to commencing students.
- Be a friendly and approachable mentor and assist commencing students to reach out for help and social support.
- Provide 1 to 1 and group sessions mentoring with commencing students.
- Participate in planning and delivery of student mentor engagement activities (virtual and face to face).
- Assist students and lead activities and events during transition and assist on orientation days on campus and online.
- Promote and encourage student participation in ACU opportunities such as campus life activities, events and co-curricular programs via virtual and face to face mediums.
- Undertake induction training, with a focus on mentoring and how to facilitate interactive live and virtual events.
- Undertaking responsibilities of the role as directed by the Student Experience team.
- Maintaining integrity of ACU mission and represent the university to a high standard.

APPROXIMATE WORK HOURS AND COMMENCEMENT

- December 2023 to May 2024
- Some training (mainly online) will commence in December with regular hours commencing in January.
- 6:00 hours per week

CONDITIONS OF THE ROLE

The conditions, including the rate of hourly pay of employment shall be in accordance with the casual staff provisions outlined in the ACU Employment of Casual Professional Staff Policy.

i. Under Application procedures and Instructions add in the following sections and reformat.

    i. Essential Selection Criteria

    ii. Submission Of Resume, Cover Letter and Application Contact

    iii. Application Closing Date

    iv. Email address of hiring manager for queries and applications to be sent.

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Application procedures

Instructions (required)

ESSENTIAL SELECTION CRITERIA

Please provide a response to each of these in a separate document

1. Current ACU Student with relevant administrative experience
2. A high level of attention to detail organisational and time management skills with strong ability to meet deadlines.
3. Demonstrated strong written and verbal communication skills
4. Strong Microsoft office skills, including Word, Excel and Powerpoint
5. Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
6. Applicants should demonstrate commitment to cultural diversity and ethical practice principles and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

We encourage you to access the Career Development Services Application Assist. Through this service, you can access resources to help you write application documents (including your resume, cover letter and addressing selection criteria) plus receive feedback from one of our Careers Advisers. Remember, if Selection Criteria is requested as part of the application, it is not optional, please submit your responses in a separate document.

SUBMISSION OF RESUME, COVER LETTER AND APPLICATION CONTACT

To apply please send your Cover Letter, Resume and responses to the Selection Criteria to contact Martin Evans, National Manager, Careers & Employability at 07 3861 6161 and martin.evans@acu.edu.au

APPLICATION CLOSING DATE

Applications close Sunday 15 April

> j.   Under *Occupations*, select all options.
>
> k.   Under *Campus*, select the relevant campus for the role.

Categories

Job type (required)

×Casual/ Part-time	×Student Jobs on Campus

Occupation (required)

×Arts. Media and Design   ×Business / Commerce   ×Education   ×Environmental Science   ×Health Science
×International Development And Global Studies   ×Law   ×Psychology, Counselling and Social Sciences   ×Theology and Philosophy

Campus (required)

×Canberra/ Signadou Campus

✓ Save

4. It is crucial that you include 'Student Jobs on Campus' in the 'Job Type' field to ensure the job appears under the Student Jobs on Campus tab in CareerHub.

5. Click *Save* once all details have been entered.

6. If you require any further assistance with CareerHub please email careers.service@acu.edu.au

7. Please refer to the 'SJC Promotional Manual' to promote your role on varied platforms to students.

Reviewing Applications

Reviewing Applications

1. After applications close, please review applications and send unsuccessful email templates (Appendix 3) to the unsuccessful candidates.
2. You will need to shortlist and contact the successful candidates to arrange the interviews. Use the Interview template included in Appendix 2. We request that all students are notified of the outcome of their applications within 2 weeks of the job ad closing.
3. Further resources are available [here](#) under *Recruitment* , including a more comprehensive [Interview Guide](#).
   a. *Reference checks:* We recommend conducting 2 referee checks prior to requesting a contract. Please see the [Referee Report Template](#) featured on the [Referee Report webpage](#) through [ACU Recruitment and Selection](#).

Creating Contracts

1. To create a contract please go to the Casual Employment System at http://staffspace.acu.edu.au/formspace1/hr/casualstaff/SitePages/Home.aspx and go to 'New Casual Contract Request' at the top right hand of the page. Once you have entered, the student/s details, they will receive an email and need to enter and complete their details and submit the form back. If you don't have access, please request this from your manager via Service Central. For any other queries relating to contracts, please contact HR via Service Central.

Creating IT Access for Successful Students

1. You will have to submit a request for IT access for your new candidate. This will allow the candidate to have system and email access and submit their timesheet every fortnight to you. We strongly encourage you to have this set up at your earliest convenience.
2. Request for new staff IT Account via Service Central
   a. Student casuals employed under SJC are **not** to be provided with access to a [Workplace](#) account. Please untick the box to Workplace in the IT request.
   b. If you are renewing a student contract, please raise a [Service Central ticket](#) with the students User ID and request they reinstate their accounts with the same permissions.
   c. If you require further assistance with IT access, please contact IT on Service Central.
3. Request for Input and Submission of online timesheet
   a. https://selfservice.aurion.cloud/acu/production/timekeeper/list/

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If you need further assistance with payroll and the submission of timesheets, please raise a Service Central ticket with payroll.

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Appendices

Appendix 1: SJC Job advertisement template

ACU Student Jobs on Campus - Administrative Support Officer
(North Sydney Campus)

POSITION DESCRIPTION
This position will assist the Manager, ……. ………. with varied activities such responding to student and staff queries, managing data bases, promoting student services through varied platforms including social media and a range of administrative tasks.

Students will have to address each of the selection criteria and submit their responses to all of these as part of their application.

TASKS
- Respond to student and staff queries via telephone, email and Service Central
- Prepare varied promotional activities including social media posts for approval by the Manager.
- Update and monitor data base information, identify any discrepancies and provide and distribute monthly detailed reports to manager and affiliates units.
- Minute taking and distribution of these.
- Updating and maintaining records, collating information, room bookings and other administrative tasks as required.

WORK HOURS AND COMMENCEMENT

- Early May - December 2022
- Approximately 10 hours/week

CONDITIONS OF THE ROLE

The conditions, including the rate of hourly pay of employment shall be in accordance with the casual staff provisions outlined in the General Staff Enterprise Agreement. The rate of pay shall be at HEW 3 Increment 1. This rate is currently $40.65 per hour (inclusive of the 25% casual staff loading).

ESSENTIAL SELECTION CRITERIA (A maximum of 5 – 6 Selection Criteria should suffice)

Please provide a response to each of these in a separate document

1. Current ACU Student with relevant administrative experience
2. A high level of attention to detail organisational and time management skills with strong ability to meet deadlines.
3. Demonstrated strong written and verbal communication skills
4. Strong Microsoft office skills, including Word, Excel and PowerPoint
5. Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.

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APPLICATION CLOSING DATE
Applications close Sunday 15 April

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INTERVIEW GUIDE

Position Title:	
Applicant Name:	
Date:	

Before Interview:

- Review application
- Ensure room set up is appropriate

Introductions:

- Welcome applicant, thank them for their time, invite applicant to sit and indicate where
- Introduce selection committee members to the applicant
- Provide overview of the order of interview
- Explain that some questions will require applicant to recall actual situations
- Indicate that selection committee will be taking notes

Briefly share information the position, functional unit and the University expanding on the information already provided to applicant

Questions:

1. **Clarifying question arising from application regarding employment history/education/qualifications**
–or Why this position at ACU?

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2. Selection Criteria #:
Question:
Situation:
Action:
Outcome:

3. Selection Criteria #:
Question:
Situation:
Action:
Outcome:

4. Selection Criteria # :
Question:

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Situation:
Action:
Outcome:

5.Selection Criteria # :
Question:
Situation:
Action:
Outcome:

6. Selection Criteria # :
Question:
Situation:

Action:
Outcome:

7. Selection Criteria # :
Question:
Situation:
Action:
Outcome:

Ask applicant if they have any questions.

Conclusion:

- Describe the next steps in the recruitment process with the expected time frames
- Obtain referee information if not already provided in application
- Obtain copies of required documentation (e.g. qualifications, right to work)
- Inform applicant on when to expect the next contact from the University
- Thank applicant for their time

Assessment:

Verbal communication skills?		
Below Average	Average	Above Average

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Overall examples provided evidence of past behaviour?		
Not desirable	Desirable	Highly Desirable

Examples provided:		
Did not meet criteria	Met criteria	Satisfied criteria to a high level

Applicant is appointable or not appointable? Yes or No

Ranking:

To be reference checked: Yes or No

Post interview self-assessment of interviewer:

- Did I build rapport with the candidate?
- Did I gain information to assess candidates past performance in essential selection criteria?
- Did I take some notes on the example given, actions taken and the outcome?
- Was there a question to seek contrary evidence?
- Did I control the interview by interrupting the candidate and redirecting the conversation?
- Did I tolerate silences in the interview by being quiet while the interviewee was thinking of examples?
- What would I do differently next time?

Appendix 3: Unsuccessful at Shortlisting/Interview

Dear ……….

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Thank you for your application for the …………… position as advertised under Student Jobs on Campus at Australian Catholic University.

The competition for this position was strong and following careful deliberation, on this occasion your application has not progressed.

Whilst you have not been successful on this occasion, please consider applying for Student Jobs on Campus positions in the future [Search Jobs (acu.edu.au)](acu.edu.au). Please ensure you address all application requirements.

We also strongly recommend that you access the further support and assistance which is available. This support is to assist you to create a strong and competitive application. Please go to [Application Assist] or contact your campus [Careers Advisor].

Thank you for your interest in working at Australian Catholic University.

We extend our very best wishes to you for the future.

Best regards,

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