



Mannix College  
*your future starts here*

## Position Description – Dean of Studies & Careers

**Reports to:** College Principal

**Employment Type:** Part Time (0.6 FTE), 5 Year Fixed-term

**Direct Reports:** College tutors and other service providers who contribute to the academic and professional development offering.

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### ABOUT THE OPPORTUNITY

To ensure the College continues to provide the highest levels of support, a newly created role, the Dean of Studies & Careers, will assist the Principal in enhancing all aspects of the academic, intellectual and professional supports offered by the College.

Living on-site, the Dean of Studies & Careers will take a leading role in the review, development, implementation, and oversight of evidence-based academic and employability programs, structures, policies, and procedures within the College. In addition, the Dean will assist and support students individually, including facilitating access to academic or professional support services external to the College.

The College Principal, who commenced in 2022, is committed to creating an exemplary student experience with substantial investments in supports and services. The newly created roles of Dean of Studies & Careers and Dean of Students & Wellbeing signal the College's resolve to achieve this ambition. The successful applicants join the College at a key moment in its history and will have the opportunity to lead positive change.

The Dean of Studies & Careers will work collaboratively with the Dean of Students & Wellbeing in advancing priorities, responding to real needs, and to providing a comprehensive range of supports and opportunities that inspire Mannix students to reach their potential.

### ABOUT MANNIX COLLEGE

Located at Wellington Road, Clayton, Mannix College is a Catholic residential college with Monash University. It provides catered accommodation, pastoral care, academic support, leadership development and community engagement for nearly 300 undergraduate students. Opened in 1969, the College has a global alumni community who maintain a positive relationship with the College.

As the only residential College at Monash University, the College occupies a unique position. It nurtures a community of talented scholars who live in congruence with the values of respect, personal integrity and responsibility, excellence, and service.

The College is committed to building and supporting a safe, respectful, and inclusive community, and welcomes students and staff from a diverse range of backgrounds. Students are supported by a pastoral care team of staff and student leaders who all reside at the College in an environment that encourages wellbeing and achievement in equal measure.

As a Catholic College and as a part of the Archdiocese of Melbourne, Mannix gives expression to the mission of the Archdiocese and exists as a concrete expression of the mission of the Archdiocese at Monash University.

Information about the College is available at: <https://www.mannix.monash.edu/>.

## **ABOUT YOU**

You are compassionate, communicate skillfully, demonstrate grit, and are motivated to lead cultures that inspire connection, cohesion and mutual respect. You're passionate about student success, have led high-performing teams and are committed to developing the people around you.

To thrive in this role you will champion the intellectual and professional development of young adults, exemplify our values, demonstrate open-mindedness, be ambitious, and lead positive change. You will set an example you wish others to follow and demonstrate respect for the values of the Catholic Church.

## **ABOUT THE ROLE**

Under the broad direction of the Principal, the Dean of Studies & Careers contributes leadership and expertise across the following:

1. Enhance the reputation of the College as a leading provider of academic and employability services and supports.
2. Contribute to the unique culture, values and community spirit of the College by having a prominent and positive presence in College life.
3. Play a significant role in the design, delivery and implementation of the 2023-2028 Mannix College Strategic Plan with ownership of items pertaining to student academics, engagement and professional development.
4. Lead the development of a highly successful and cohesive community culture that promotes individual accountability, academic achievement and intellectual curiosity.
5. Lead and manage academic support staff and student leader teams effectively with respect to selection, induction, workload distribution, performance review and career development, to ensure the delivery of high-quality, efficient services.
6. Coordinate the tutorial program, facilitate academic and professional development opportunities and oversee utilisation of the Academic Centre.

7. Manage and deliver high quality guidance and multidisciplinary approaches to career development, and identification of opportunities to support students to think about and plan their career pathways, including developing and nurturing networks of relationships with government and industry, small business, higher education and the not-for-profit sector, as well as alumni.
8. Contribute to day-to-day and after-hours supports provided to residents.
9. Support self-efficacy and positive development among students by designing, implementing and evaluating events, training and programs on topics including but not limited to mentoring, study skills, employability, leadership development, volunteering, and scholarship applications.
10. Develop, support and promote the College's values, culture and traditions to potential applicants and their families, current students, alumni, donors and other stakeholders via marketing and engagement activities.
11. Maintain accurate and comprehensive records for all residents through their time in the College, and provide reports on student academic performance.
12. Develop, implement and review initiatives using relevant data to measure and report on the effectiveness of strategies and programs.
13. Represent and support the College in formal committees, meetings, working parties, conferences and other forums.
14. Foster strong relationships with stakeholders that support the student and College experience including Monash University, the Archdiocese of Melbourne and other institutions.
15. Comply with all policies and procedures, in particular ensuring those relating to WH&S strategies and human resources policies.
16. Other duties as determined by the Principal.

## **KEY SELECTION CRITERIA**

1. Postgraduate qualification with management expertise and relevant experience OR an equivalent combination of experience and training. Experience in student-facing university roles will be highly regarded.
2. Demonstrated ability to develop, implement and evaluate policies and strategies relating to academic and professional development. Experience using data to drive improvement will be highly regarded.
3. A demonstrated passion for and interest in the academic and professional development of young adults during the transition to university, college life, and to the workforce.
4. Demonstrated experience in planning, implementing and managing significant projects with complex requirements in a timely manner.
5. Demonstrated capacity to provide leadership in a complex and evolving environment, including the ability to contribute to strategic planning, lead high-performing teams and deliver measurable outcomes. Experience supportive student leaders will be highly valued.
6. Demonstrated high-level interpersonal and communication skills, both written and oral, including demonstrated experience communicating effectively with a diverse range of audiences.

7. Well-developed technical skills, including competency with Microsoft Office and Google Suite (especially Excel / Google Sheets) and experience with university systems and databases.
8. Demonstrated experience in delivering and facilitating events and training programs.

### **ADDITIONAL INFORMATION**

A competitive remuneration package will be negotiated with the preferred candidate. The package includes on-site accommodation plus utilities, on-site carparks, and meals in the College dining room. Relocation assistance can be negotiated.

A degree of flexibility in terms of days and hours worked is available to take into account the responsibilities of the position.

The Dean of Studies & Careers is expected to maintain ongoing professional training, keep abreast of the key issues affecting students and the wider university sector and to be proactive in identifying trends or changes in student cohorts as well as developing strategic responses. The College will provide membership of a relevant professional body and can approve professional development opportunities.

The successful applicant will be required to undergo a National Police Check and possess (or be willing to obtain prior to starting) a valid Working with Children Check, First Aid Level 2 and Mental Health First Aid. The College will reimburse the costs of these requirements where needed.

All College staff (including their families who live on site) must have up to date COVID-19 and influenza vaccinations. The College will reimburse the costs of these vaccinations where needed.

### **ENQUIRIES**

Prospective applicants are invited to contact Mr Andrew Swan, College Principal, for a confidential discussion about this opportunity via 03 9905 0928 or [andrew.swan@monash.edu](mailto:andrew.swan@monash.edu).

### **APPLICATIONS**

For your application to be considered, please submit the following documents to Mr Andrew Swan, College Principal, at [andrew.swan@monash.edu](mailto:andrew.swan@monash.edu):

1. Your resume; and
2. A covering letter containing responses to each of key selection criteria (maximum of six pages)

Applications close at 5pm on Monday, May 30, 2022.

Please note: shortlisted applicants will be invited to attend an in-person interview at Mannix College. Zoom interviews can be arranged in exceptional circumstances.