Working with the Careers Centre to enhance student employability: a Guide for Murdoch University Academic and Professional Staff

The Careers Centre is a professional support service located on the South Street Campus on Bush Court. The main focus of the Centre is to work with students to develop a career identity and employability skills to ensure they are well prepared to meet the challenges of developing their future careers. We work with all Murdoch students and alumni, from first year through to final year and beyond graduation.

The Careers Team comprises professionally qualified Career Development Advisors and Careers Officers. Career Development Advisors hold qualifications in Learning and Teaching as well as in Career Education and Development, recognised by the Careers Industry Council of Australia. They are also professional members of the National Association of Graduate Careers Advisors (NAGCAS). The Careers Officers are responsible for coordinating the activities of the Centre and regularly engage with recruitment professionals and professional association representatives from industry. The Careers Centre has membership with the Australian Association of Graduate Employers (AAGE) and staff work closely with industry (public, private and not-for-profit sectors) to ensure that we are aware of current employment trends, labour market forecasts and employment / recruitment practices.

Working with the Careers Team We welcome collaboration with Murdoch staff with the aim of incorporating career development content (both face-to-face and on-line) into courses to: increase career readiness, employment outcomes and the acquisition of key employability skills and attributes necessary for the changing world of work. The Centre has collaborated with the Centre of University Teaching and Learning (CUTL) to embed career development learning (CDL) into several capstone units. Career Development Advisors have also presented in lectures and tutorials by direct invitation from academics. Lastly, CDL is also currently embedded into the On-track preparation course curriculum.

Engagement Options include:

1) Lectures / Tutorials
Professional Career Development Advisors are available to present, facilitate or co-facilitate career development learning material to support and compliment academic delivery. This material can be tailored to specific disciplines with examples including but not limited to:

- team skills development;
- career planning;
- job application writing;
- networking and the development of an elevator pitch and;
- mock interviews.

Careers Centre staff can also assist in sourcing relevant industry representatives / Murdoch University alumni for guest lectures and other industry engagement activities hosted by Schools.
2) Online Employability LMS Module

The Careers Centre has developed an on-line employability module for all Murdoch University students. The *Enhance your Employability* module is specific to Murdoch and contains three separate guides relevant to the various stages of the academic journey. These guides can be incorporated into unit curriculum or can be administered alongside curriculum content. Completion of each guide can be recorded separately and complementary services can be customised as needed to support module implementation. (NOTE: Staff and students can access the module via our website: careers.murdoch.edu.au).

3) CareerConnect Career Resource Portal

All Murdoch students, alumni and staff have unlimited 24 hour access to our online career resource portal. Available on CareerConnect is:

- An online job database – includes graduate, vacation, part-time and casual jobs.
- Resources – Careers In... and Job Search Toolkits (by discipline), recordings of careers and industry on-campus presentations/workshops, industry web links and other career/job search information.
- Events – a promotions and bookings system for upcoming career events hosted by the Careers Centre, Industry, Professional Associations and other areas of the University.
- Job Application feedback facility for students and alumni.

Direct Careers Support Services

Students can also directly access careers support and assistance through:

- Drop-in service. 15 minute drop-in sessions are available Tues, Wed and Thurs between 12 – 2pm at the Careers Centre. Students can speak directly with a Professional Career Development Advisor, to discuss career/job search queries and receive resume feedback. (NOTE: Students may be referred onto individual appointments or workshops).
- Individual appointments with a Career Development Advisor for career development, strategy or direction. Appointments must be booked in advance. Appointments can be face-to-face, through Skype, email or telephone as needed.
- Career development / job search workshops and information sessions, employer presentations, career events and other industry networking opportunities are offered weekly during each semester.
- The Murdoch e-Mentoring Network group on LinkedIn – an on-line discussion group to support the transition to professional employment, exclusive to current Murdoch students and alumni.
- A range of career and job search resource material is available in the Careers and Employment Centre including hard-copies of our Careers In.... and Job Search Toolkits (by discipline).
- In collaboration with the Murdoch Guild Volunteering Hub the Centre offers a co-curricular student leadership program called Murdoch Student Emerging Leaders (MSEL).

Initiatives in development

- Co-curricular Career Ready Award program
- Industry Mentoring Program
- Provisioning/integration of CareerConnect with the Student Management System

Contact the Murdoch Careers Centre

If staff are interested in working with us, accessing CareerConnect or obtaining more information about our support services to students, we welcome you to contact us.
Phone: (08) 9360 2596        Email: careers@murdoch.edu.au
Web: careers@murdoch.edu.au    Or come by and visit us on Bush Court, South Street Campus