

 **This document is only available to Swinburne students who are eligible for Professional Placements program.**

 **Position Description**

**A Professional Placement** is a 6 or 12 months full-time paid placement for undergraduate students who havecompleted 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:** Read the Position Description carefully and address the relevant details in your application.

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| **HOST ORGANISATION DETAILS** |
| Name of host organisation |  |
| Website |  |
| Address *(street, suburb, postcode)* |  |
| Contact person and title |  |
| Contact phone |  | Email |  |
| **PLACEMENT DETAILS** |
| Placement job title |  |
| Role reports to *(name and title)* |  |
| Department  |  |
| Duration of placement 1\* | [ ] 6 mths [ ] 12 mths | Weekly working hours (38/40) |  |
| Preferred start date |  |
| Payment: annual salary (excluding super) | $  | Number of students required  |  |
| **ROLE DETAILS** |
| Host organisation profile |  |
| Duties and responsibilities  |  |
| Knowledge/skills required |  |
| Technical skills *(if applicable)* |  |
| Any other information (*E.g. require driver’s licence, Police check etc.)* |  |
| **APPLICATION DETAILS** |
| Application documents required | [x]  Cover Letter [x]  Resume [x]  Academic Results [ ]  Other: (please specify)  |
| Application closing date 2 |  |
| Email applications to |  |
| Address application to *(name, title)* |   |

 *1 Please note International Students can only undertake a 12 month placement*

*2 Students should apply earlier rather than later, as applicants may be interviewed and appointed before the application closing date.
\*Placements* ***must be*** *of a duration of 12 or 6 months exactly*



[**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

[ ]  HR/Management

[ ]  International Business

[ ]  Marketing

[ ]  Tourism

[ ]  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/)

[ ]  Branded Environments

[ ]  Communication/Graphic Design

[ ]  Digital Media Design

[ ]  Industrial Design

[ ]  Interior Architecture

[ ]  Multimedia Design

[ ]  Architecture

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

[ ]  Aviation Management

[ ]  Biomedical Engineering

[ ]  Product Design

[ ]  Electrical and Electronics

[ ]  Robotics/Mechatronics

[ ]  Civil Engineering

[ ]  Mechanical Engineering

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

[ ]  Biomedical Science

[ ]  Biochemistry

[ ]  Biotechnology

[ ]  Chemistry

[ ]  Forensic Science

[ ]  Health Communication

[ ]  Mathematics

[ ]  Neuroscience

[ ]  Nutrition

[ ]  Physics

[ ]  Psychology

[ ]  Psychophysiology

[ ]  Public & Environmental Health

[**Information Communication Technologies**](http://www.swinburne.edu.au/study/find-a-course/information-communication-technologies/http%3A/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

[ ]  Information Systems

[ ]  Games and Interactivity

[ ]  Software

[ ]  Telecommunications

[ ]  Networking

[ ]  Web Development

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|  [ ]  [**Law**](http://www.swinburne.edu.au/study/find-a-course/law/)**:** Click or tap here to enter text. [ ]  Other:(Please specify) |