

**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 | Cover Letter  Resume  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/)

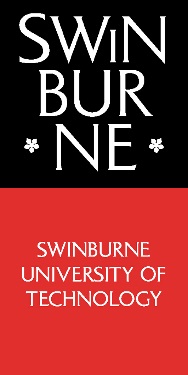
Criminology

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:/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) |