

CESC Careers Weekly News

Friday 13 November, 2020

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[Crimson Education | From Australia to Harvard: Insights from A Current Harvard/Oxford Student](#)

14 November 2020, 5:00 pm

Online

Are you an ambitious student looking to tackle the global university landscape? Join Australian Harvard & Oxford student Daniel Blunt in this webinar to learn about Daniel's journey from a Victorian high school to Harvard and Oxford.

Find out more: <https://app.livestorm.co/crimson-education/from-australia-to-harvard-insights-from-a-current-harvardoxford-student>

[Box Hill Institute | Virtual Information Evening](#)

17 November 2020, 2:00 pm - 6:00 pm

Online

Our Virtual Information Evening is just around the corner and is the chance for you to speak to our industry experts about courses, careers and study in a friendly environment.

You can choose from a range of sessions and activities to find out how our practical, hands on approach to skills prepares you for career success.

Find out more: <https://www.boxhill.edu.au/events/virtual-information-sessions/>

[SWTAFE | Virtual Open Day](#)

18 November 2020, 10:30 am - 5:30 pm

Online

Connect live with our course specialists at our Virtual Open Day to learn more about:

- Our courses on offer
- What to expect
- Career opportunities

Find out more: <https://open.swtafe.edu.au/>

Industry Insights into Start-Ups and Venture Capital

18 November 2020, 5:00 pm - 6:00 pm

Online

Hear from world renowned leaders on startups, innovation, entrepreneurship, investment, venture capital, and women in leadership and STEM.

Technion Australia and the Australian National University Alumni Team are delighted to invite you to a conversation with three influential leaders who will share the dos and don'ts of starting your own business, what you need to do to be noticed by investors and venture capitals, why more women in STEM is key to creating a stronger and more sustainable society, how COVID impacted the startup ecosystem, as well as learning from Israel – the StartUp Nation, which produces more Startups and entrepreneurs than anywhere else.

Find out more: <https://www.eventbrite.com.au/e/industry-insights-into-start-ups-and-venture-capital-tickets-126393391035>

Crimson Education | From Australia To the Ivy League, Stanford or MIT? Find Out Which US Study Location is Best for You

22 November 2020, 9:00 am

Online

Are you an ambitious student looking to tackle the global university landscape?

Are you excited by the prospect of studying overseas but unsure which campus is best fit for you?

Join students from Ivy League Universities, Stanford, MIT and more in this webinar to learn about what each of these unique Universities offer, including internships, networking opportunities and campus life.

Find out more: <https://app.livestorm.co/crimson-education/from-australia-to-the-ivy-league-stanford-or-mit-find-out-which-us-study-location-is-best-for-you>

Crimson Education | From Australia to Oxford, Cambridge or LSE? Find Out Which UK Study Location is Best for You

29 November 2020, 9:00 am

Online

Are you an ambitious student looking to tackle the global university landscape?

Are you excited by the prospect of studying overseas but unsure which campus is best fit for you?

Join students from Oxford, Cambridge and LSE in this webinar to learn about what each of these unique Universities offer, including internships, networking opportunities and campus life.

Find out more: <https://app.livestorm.co/crimson-education/from-australia-to-oxford-cambridge-or-lse-find-out-which-uk-study-location-is-best-for-you>

Swinburne | Wayfinder Sessions

30 November 2020, 9:00 am - 4 December 2020, 4:30 pm

Online

Here's where it all begins. Let us know what you'd like to talk about and we'll partner you up with Swinburne Wayfinders – a course expert teamed up with either a teacher or an academic, who'll have knowledge specific to your needs.

These sessions are for assistance with practically everything; course selection, entry requirements, fees, start dates, scholarships, and pathways.

Find out more:

<https://www.swinburne.edu.au/infoevening/wayfinder?siid=el%7Cnie%7Ceve%7Ccal%7C0649>

The Hotel School | Melbourne Open Campus

1 December 2020, 10:00 am - 2:00 pm

The Hotel School Melbourne, Melbourne Campus

Join us to start exploring how you can be a part of an exciting global career within the hospitality, hotel and tourism industry by attending our Melbourne Open Campus.

Come into the campus and meet our staff and fellow students, discuss the courses in detail and enjoy a tour of our CBD campus and student spaces.

This day is also an opportunity to meet with our course advisors and discuss The Hotel School scholarship application process for Session 1 2021. Take advantage of their experience to ensure your application shines, we are looking to support students so they can reach their full potential.

Find out more: <https://www.eventbrite.com.au/e/the-hotel-school-melbourne-open-campus-tickets-126922756381>

Workshops & Courses

[AIE | Navigating the VFX Industry with Yoav Dolev](#)

10 November 2020, 5:30 pm - 6:00 pm

Online

Yoav Dolev, 3D Art and VFX teacher at AIE speaks to us about his work on some of the biggest VFX blockbusters in the world and how he became a teacher in the industry.

Find out more: <https://aie.edu.au/workshop/navigating-the-vfx-industry-with-yoav-dolev/>

[GOTAFE | Nail your Job Interview!](#)

17 November 2020, 12:00 pm - 1:00 pm

Online

Learn about preparation, dos and don'ts, questions you might be asked, what the interviewer wants to hear to ensure you are the right fit for them, and how to create a great impression whether online, face to face or over the telephone.

Find out more: <https://www.eventbrite.com.au/e/nail-your-job-interview-vic-nsw-residents-in-australia-only-registration-104690135012>

[Monash | Sample Lecture: Nuclear Physics: Let's explore the Big Bang](#)

19 November 2020, 8:30 pm - 9:30 pm

Online

Join us for this exciting lecture where our leading Physics academics explore the areas of Nuclear physics, the Big Bang, fusion and fission, elementary particles and accelerators.

Find out more: <https://study.unimelb.edu.au/connect-with-us/events-for-future-students/all-events-listing/sample-lecture-nuclear-physics-lets-explore-the-big-bang>

[Monash | Peninsula Student Experience Day](#)

8 December 2020, 4:30 pm - 6:30 pm

Online

Join us for our online Peninsula Student Experience Day to find out what it's like to study at Monash University's Peninsula campus.

You'll have the opportunity to:

- hear from our current students and alumni about their student experience and careers
- learn how to better manage stress, build resilience and stay motivated to help you succeed in VCE
- ask our faculty representatives all your course-related questions

This event is open to Year 10 and 11 students with an interest in education, health and business.

Find out more: <https://www.monash.edu/about/our-locations/peninsula-campus/peninsula-student-experience-day>

Scholarships

[Bendigo and Adelaide Bank Scholarship for Rural and Regional Students](#)

Value: \$5,000 AUD

Open/Closing Dates: December 1, 2020 – January 29, 2021

[Find out more](#)

[Iglu Regional Scholarship](#)

Value: Discounted accommodation rates

Open/Closing Dates: October 1, 2020 – February 28, 2021

[Find out more](#)

[PCA Business Administration Scholarships](#)

Value: Discussed on application

Open/Closing Dates: November 1, 2020 – December 25, 2020

[Find out more](#)

[University of Melbourne Hansen Scholarship](#)

Value: Up to \$108,000 AUD

Open/Closing Dates: February 6, 2021 – March 11, 2021

[Find out more](#)

Competitions

Flash Fiction Competition

The Flash Fiction Competition is a quarterly-run writing competition, where the goal is to submit a piece of fiction on any theme of 500 words or less.

Writers from around the world are encouraged to enter the current round, which **closes on 31 December**. There is a top prize of £300 up for grabs.

Find out more and enter here: <https://flash500.com/flash-fiction/>

Planet Ark Schools Recycle Right Challenge

Entries to the Schools Recycle Right Challenge are now open to primary and secondary schools. Simply download and complete one of our National Recycling Week lesson plans with Cool Australia for a chance to win a 3D printer for your school.

To submit your entry, simply take a photo of your students completed lesson plans, resources or taking part in one of our activities and tell us about how your students got involved in the Schools Recycle Right Challenge (50-100 words).

Entries are open until Friday 27 November.

Find out more and enter here: <https://recyclingnearyou.com.au/nationalrecyclingweek/at-school/competition>

Dream with PSC Photography Competition

The 'Dream with PSC' Photography Competition is for Victorian year 11 and 12 senior secondary school students. This competition provides an opportunity for students to create a 'dream image' that will be seen by a national and international audience.

Images entered into the competition must be accompanied with an image title and written description (50 words min – 250 words max), which explains the image's connection to the theme of 'Dream'.

While all entries must be photographic in form, we encourage students to get as creative as they can. The winning entry will receive a \$500 Ted's Cameras Voucher for the student, and a \$500 Ted's Cameras Voucher for their school.

Entries close at 4.00pm (AEST) on Friday 4 December.

Find out more and enter here: <http://explore.psc.edu.au/dream-with-psc>

Careers & Jobs

7 Cool Careers in the Food Industry

If you think of the food and hospitality industry, there are a few usual careers that probably come to mind: chef, waiter, bartender, barista...

But if you're looking for something a bit more out there, we've found 7 exciting careers in the food industry that you might not have considered before.

1. Craft Brewer

It's no secret that Australians love beer, so if you're looking for a career in an industry that is growing strong, craft brewing could be perfect.

You could get hands-on and learn all about the brewing process and make your own beer, or be more involved in the marketing and distribution side.

If you want to learn more, check out a course on offer like [Beer: Theory & Craft](#) at the University of Melbourne, or a [Certificate III in Food Processing \(Brewing\)](#) from TAFE QLD.

2. Food Lawyer

Yep, there really are lawyers out there for everything. Food lawyers can help advise companies that grow and sell food, work with chefs and restaurants, and advocate for workers in the industry.

If you'd like to know more about what a career as a food lawyer might look like, you can check out [this article from National Geographic](#).

3. Food Stylist

If you have a sharp eye and get lots of comments on your Insta food snaps, you could consider a job as a food stylist. Restaurants and stores are keen to make their food look just as good as it tastes, which is where food stylists come in.

There are opportunities for you to work freelance, or in-house for a restaurant or shop as part of their social media team.

You could also consider taking a course like [Styling for Food Photography at RMIT](#) to sharpen your skills.

4. Molecular Gastronomist

Molecular gastronomy is a blend of science and food to create the kinds of weird and wonderful concoctions you might see on Masterchef.

You could make your start in this career by doing a cookery or food science course from places like [Le Cordon Bleu](#) and the [William Angliss Institute](#).

And if you want to take your training to the next level, you could do something like the [Hautes Études du Goût](#) (Advanced Studies in Taste, Gastronomy and the Art of Fine Dining) programme in Paris.

5. Chocolatier

Who doesn't love chocolate? Chocolatiers are the people responsible for creating the sweet treats we enjoy.

Many chocolatiers start out by taking a patisserie course, like one from the [Australian Patisserie Academy](#) at TAFE NSW or from the [William Angliss Institute](#).

6. Cheesemaker

If you love cheese, why not learn how to make your own? As a cheesemaker you could be involved in creating, producing and selling cheese, or maybe even experimenting to create something new.

You can start out by studying a qualification like the [Certificate III in Food Processing \(Artisan Cheese\)](#) from TAFE SA, or [taking a private class](#).

7. Restaurant Designer

The look and feel of a restaurant can be nearly as important as the food – this is where restaurant designers come in. Experts in design, they plan the layout, colours, furniture, and more that goes into a restaurant.

To get a start in this career, you could consider a qualification like the [Bachelor of Design \(Architecture\)](#) from QUT, or [Diploma of Design](#) from Billy Blue College.

Read up on the experience of four Australian restaurant designers on [Good Food's blog](#).

If we've got you inspired about a food careers, you can also check out our [Job Spotlights](#) to find out more about jobs and pathways to get you there.

[In-demand roles for 9 November 2020](#)

This week, there was continued strong growth in jobs in Hospitality & Tourism.

If you'd like to find out more about a jobs in this area, check out our Job Spotlights on becoming a [bartender](#), [sommelier](#), [cleaner](#), [food technologist](#), or [dive instructor](#), and the [tourism industry](#), [hair and beauty](#), and the [food industry](#).

Here are the roles with the strongest growth by location:

NSW – [Payroll Specialist](#) (387 jobs)

VIC – [Payroll Specialist](#) (283 jobs)

QLD – [Operations Director](#) (257 jobs)

ACT – [Partner](#) (599 jobs)

WA – [Operations Assistant](#) (305 jobs)

SA – [Offsider](#) (17 jobs)

TAS – [Orthopaedic Surgeon](#) (nation-wide) (86 jobs)

NT – [Orthopaedic Surgeon](#) (nation-wide) (86 jobs)

Source: [Seek Australia](#)

Further Learning

[Uni at School Guide – Out Now](#)

If you're looking to push yourself with your studies next year, and want some nice perks for your effort, have you thought about taking a uni course while you're still at school?

Heaps of unis around the country offer programs especially for high school students to come and get a taste of university life before you finish school. And if you study hard and get good marks, you could enjoy some nice bonuses, like credit towards a future degree, adjustment points to your ATAR, and more.

Check out our new Uni at School Guide to get the lowdown on the programs out there and see if there's one for you.

[Study Work Grow members can download a copy here.](#)

[Study at Patrick's College Australia](#)

Find out more about Patrick's College Australia (PCA), where you can study Business Administration, Social Media Marketing or Individual Support.

Originally founded in 1923, the College helped disadvantaged young women gain skills for professional employment. Today, they provide VET courses for anyone looking for a career as a Personal Assistant (PA), Executive Assistant (EA), Legal Secretary, Administrative Assistant or Office Manager.

Some of the benefits of studying at PCA include:

- High Graduate Employment Success Rate
- Career Partners
- Professional Development
- Pastoral Care and Mentoring

You can read more about the history (and future) of PCA [here](#).

Find out more: <https://www.pca.edu.au/>

[How to find a place to live at University](#)

Even if you're not sure where you'll be studying in 2021, it's a good idea to research your options as soon as possible.

University accommodation can often be competitive. However, you might be lucky in 2021, with fewer international enrolments meaning there may be more options to choose from. There have to be some wins from the train wreck of 2020.

Check with the unis first

Of course, the best place to start your search will be on the Accommodation pages of the universities that you've applied to.

Need a helping hand? You can find [universities in our database](#), select the campus that you'll be studying at and click on the accommodation link on the left. Nothing there? Head to the university's main page and search "accommodation" or simply call the future students team for some advice.

University accommodation guarantees

Universities know that finding accommodation can be challenging, especially if it's your first year away from home.

Many of them also offer a guarantee that if you enrol with them by a certain date, they will ensure that you have somewhere to stay. Sometimes you'll also have to pay your application, orientation or other fees before a cut-off date to remain eligible.

They're definitely worth checking out. If you can't see the university you want on the list below, give them a call or send an email and ask them if they offer an accommodation guarantee.

- [Charles Sturt Uni](#)
- [University of Canberra](#)
- [Victoria University](#)
- [University of Wollongong](#)
- [Australia National University](#)
- [University of Newcastle](#)
- [University of Queensland](#)
- [Federation University](#)

Uni accommodation options to explore include:

- On campus accommodation (sometimes known as halls of residence)
- University shared housing
- Renting rooms or units within buildings specifically designed for students through leasing companies
- Privately owned houses rented out to university students – usually a shared arrangement to spread the costs

Halls of Residence

Lots of the major universities offer Halls of Residence. These accommodation options are affiliated with or owned by institutions. They are either located on campus or close to it. You could rent a single bedroom and share facilities such as a kitchen, bathrooms etc.

However, there are also certain institutions that provide apartment-style rooms with private kitchens and bathrooms. The utilities like gas, water, and electricity are included in the fees. Students will also have free internet access in their rooms.

Applications for many are open now.

Specialist student accommodation companies

Residential colleges are not usually part of the university, but they work together to help students find accommodation that is near the uni and provides all the facilities you might need.

At a residential college, your rent could include:

- Meals
- Weekly room clean
- Fully-furnished bedroom
- Easy access to library facilities
- Tutors and Wi-Fi

If this is an option, universities may list links to the external organisations on their accommodation webpage. If not, they'll be able to send you the contact details if you make an enquiry.

Managed Student Apartments

Purpose built accommodation dedicated to the housing students.

You may be able to choose between single or twin rooms with a shared bathroom and kitchen.

Sometimes dorm style rooms are even shared amongst 4 or 5 students. There are different options to explore to suit all budgets and preferences.

Managed student accommodation might offer:

- All utilities including internet
- Furnished rooms
- 24-hour security and on-site staff support
- Social events and activities
- Communal laundries
- Kitchen and bathrooms with major appliances provided
- Air conditioning and heating
- Study areas
- Recreation areas e.g. cinema rooms, gyms, table tennis, television, BBQs, etc.

Popular websites for booking Managed Students Apartments in Australia:

- [Semester in Australia](#)
- [Campus Living Villages](#)
- [UniLodge](#)
- [Urbanest](#)
- [The Student Housing Company](#)
- [Iglu](#)
- [Atira](#)
- [UniCentral](#)

Private Rentals

Private landlords lease accommodation to students. You can live with your friends or alone, according to your preference. These may be inexpensive options compared to other forms of accommodations, but the rent may not include all additional bills, e.g. electricity, gas, internet etc. Sometimes you'll find furnished rentals, but don't assume houses will be furnished; you may need to provide your own. You'll also need to pay a deposit, which is generally payment of rent in advance and a security payment (bond).

You can search for rentals online, but it could be safer to go through registered Real Estate agents in the area you'd like to live in.

[Save money and live at home](#)

If you aren't keen on moving away from family, friends or your part time job, then there's always the option of [studying online](#) or enrolling at a university near you. That way you can continue to live and contribute at home, while getting the qualifications you need to help your career goals.

Organise your Finances

You'll need to work out how you're going to pay for your accommodation – probably the next highest cost after your uni fees. Then you'll be able to work out a budget for essential living – any bills, food, etc.

Once you know that, you'll know what's left over for having some fun.

Start by finding out all the costs of the accommodation options at the uni you'd like to enrol at, and work out approximate living costs for the area too.

What [Centrelink](#) allowances are you entitled to?

Some of the Centrelink services you may eligible for include:

- [Youth allowance](#)
- [Relocation Scholarship](#)
- [Rent Assistance](#)
- [ABSTUDY living allowance](#)

Search for other rental assistant options

Are there any scholarships, bursaries or grants you can apply for that would help to cover your costs?

Here are a few examples of scholarships etc that are still open for applications:

- [Griffith University Chancellor's Scholarship](#)
- [Griffith Widening Participation Scholarship](#)
- [The George Alexander Foundation Scholarship](#)
- [The Mario Bortolanza Regional Scholarship](#)
- [USQ Residential College Scholarship 2021](#)
- [UWA Accommodation Scholarships](#)
- [Melbourne University Accommodation Bursary](#)

- [UoN Indigenous Accommodation Scholarship](#)
- [University of Canberra Accommodation Scholarships](#)
- [Iglu Regional Scholarships](#)
- [Macquarie University RMC New Resident Scholarships](#)

If you need more options, try searching the Study Work Grow [Scholarships Database](#) for more ideas, call unis directly or search online.

A couple of other things to keep in mind

1. Keep connected

Make sure wherever you go that you'll have that all-important internet connection included and that it's a decent connection – or you could struggle staying up to date with course work. Plus, it makes it hard staying in touch with friends and family. If possible, check if the phone signal is strong enough too.

2. Location is important

When you're searching for accommodation and focused on your budget, it's easy to go for the cheapest option. But if you're stuck in the middle of nowhere you could be spending a fortune just getting to uni and back each day.

So before you sign on the dotted line, consider your accommodation's convenience to uni, local shops, other facilities and of course the all-important social life.

3. Security

It's really important that you have somewhere to live where you feel safe, and it will help to ease your parents' worries too.

Ask about on-site security systems, staffing and check hours of operation (24/7 would be best).

Read up about the local area and find out from discussion groups or the university themselves what the area you're thinking of living in is like for safety.

4. Find testimonials

If you're going for a private rental, it might be hard to get testimonials about the landlord, safety, and the area, etc. For any other situation, check websites for reviews, ask in discussion groups or try to find past students who will be honest about their digs.

5. Do some checks

If you're not staying in Halls of Residence at the university itself, then check the background records of the company that you'll be using. Check their company registration or ABN number is valid, make sure they're well established and reputable businesses to be dealing with.

6. What facilities are available

When you're new to a uni, it might make things easier to settle in if there are communal areas where you can hang out and meet other students. If there are common rooms, movie rooms, or gyms for example, they might be worth considering.

You'll also want to check out what the kitchen and bathroom arrangements are to see if they'll suit you, and importantly when you're not at home, if there is a laundry you can use that's conveniently close to your room.

Get your applications in ASAP

You have a lot on your mind already, but perhaps you can enlist a parent, carer or sibling to help you do some groundwork, then get your applications in soonish.

The sooner you apply the more chances you'll have of getting your top preferences *and* it's one more think you can check off your list and stop stressing about.

Get Ready for Uni with FedReady

FedReady is a short, non-award course (you will not be formally assessed and you cannot fail!) to help you develop the academic skills you need to get started at University.

FedReady covers a range of topics, from how to manage your time to writing and submitting assessment tasks. While you will not be formally assessed, you will have the opportunity to get individual feedback on your current skills, and be given strategies for how to improve your academic skills based on your specific needs.

The program is available on campus or online, and usually runs in February before the start of the semester.

Find out more and register your interest here: <https://federation.edu.au/starting-at-federation/lets-get-you-set-up/get-ready-for-uni-fedready>

Work Experience

[Patient Journey Through General Practice – A Virtual Reality Video App](#)

This Patient Journey VR App provides users with an exciting opportunity to immerse themselves into the world of General Practice with full 360 degree views of the consulting room and wider practice. Students can observe the journey of a patient from booking an appointment through to their first consultation and the follow-up afterwards. As you move through the app you will have the opportunity to consider how you might respond to the different scenarios.

Additional features include finding out what a career in general practice is like, and having the opportunity to explore a real-life consulting room and the equipment in it.

You can experience the journey either through the Wonda VR App, or on YouTube.

[Learn more](#)

[VApprentice](#)

VApprentice is an innovative and fun way to explore career options – helping you to make an informed choice.

BUSY at work have developed a series of 360 videos of real workplaces that you can explore and get an idea of what it would be like to work in a variety of trades.

And if you live near a BUSY at work office, you can also play VApprentice games with an Oculus VR Headset. These realistic experiences are fun and will give you a virtual insight into varying career paths.

[Learn more](#)

Resources

[The Future of the Class of 2020](#)

The disruptions faced by Year 12 students this year are like nothing we've ever seen before. From birthdays and graduations to uni and travel plans, lots of things have had to change.

Students across the country have had to adapt and face these challenges in different ways. You can read stories from current Year 12 students from Melbourne to Mount Isa, and see how they have dealt with COVID-19 and how it might affect their future.

Check out the ABC article here: <https://www.abc.net.au/news/2020-11-02/four-corners-class-of-2020-covid19/12813964>

[Graduating High School in Remote NT](#)

For the first time in 13 years, a small community in the Northern Territory has celebrated as high school students graduate.

Thanks to the support of teachers, family and community, Wadeye's Our Lady of the Sacred Heart Thamarrurr College hosted a ceremony for the graduating students, showing that there are pathways into the future in even some of the most remote towns and communities.

Three of the graduating students have already secured jobs, becoming teacher's aides and mentors for the next generation of kids in Wadeye.

The community is now looking forward to having graduations every year.

Read more here: <https://www.abc.net.au/news/2020-10-31/nt-high-school-graduate-indigenous-education-wadeye/12822828>

[Top of the Class Podcast](#)

Hear from the world's highest achieving students including global competition winners, entrepreneurs, activists, Harvard grads and more in Crimson Education's Top of the Class podcast. Go behind the headline achievement to learn how students got started and how you can do the same.

Listen here: <https://crimsonstopoftheclass.buzzsprout.com/>

[5 Female STEAM Trailblazers](#)

If you're looking for a little career inspiration, check out these interviews with 5 incredible women working in STEAM (Science, Technology, Engineering, Arts and Mathematics) in Australia.

Vogue got the low-down on just what made these women so successful, and how they're encouraging the next generation of leaders. Just a couple of the trailblazers interviewed include a head scientist from the CSIRO, and the CEO of Optus.

Read the full article here: <https://www.vogue.com.au/vogue-codes/news/5-steam-trailblazers-on-the-secret-to-their-success/>

Macquarie eCentreClinic Online Courses

Macquarie University's eCentreClinic has developed a variety of online short courses to help people in Australia who are dealing with chronic pain, neurological conditions, and other mental health issues.

The courses are free and taught entirely online, and teach practical skills that can help with the management of physical issues, such as pain, as well as emotional wellbeing.

There are four courses currently taking enrolments, and many others available to register your interest in.

Find out more here: <https://www.ecentreclinic.org/?q=CurrentCourses>

The Girls in STEM Toolkit

Interested in a future in STEM? The Girls in STEM Toolkit (GiST) is an online resource designed to help you discover what your future career in STEM might hold.

On their website you can explore the variety of STEM careers out there, hear stories from women making a difference in the world, listen to STEM-based podcasts, and much more.

Explore GiST here: <https://www.thegist.edu.au/students/>

Job Spotlight

How to become an Administrator

What do Administrators do?

Administrators are the workhorses providing essential support to teams or individuals in business environments. It's a role that's vital to the success and smooth-running of organisations.

Traditional duties may include fielding phone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, scheduling, bookkeeping, organising travel and filing.

There are many more specialised responsibilities you could be asked to fulfil too, from social media, events planning, to helping out with recruiting and training new staff, managing office perks and maintaining a positive and professional workplace.

Communication is probably the key skill required for administrative professionals in any industry or position. If you're also comfortable around technology, great at planning, multi-tasking and problem solving, then you could have a successful career as an Administrator.

About you:

- Able to interact with others in-person, over the phone, or electronically, also great at listening, with strong written communication skills
- A high level of technical knowledge from computer software and switchboards to photocopiers, printers, scanners and other office equipment
- Organised and methodical but flexible enough to re-prioritise at a moment's notice
- Planner, problem solver and all-round critical thinker
- Self-motivated, able to work independently or in collaboration with others with excellent attention to detail

Industry Specific Administration Roles

A 'typical' administrative role doesn't really exist. Companies recruit professionals to fill specific gaps within their unique corporate structure. What's required varies between employers' goals and culture.

A role in Admin could range from office assistants, or secretaries, to office managers and supervisors.

Art

Administrators in the arts could be helping to run galleries, managing musicians' schedules, planning cultural events, or providing services.

Projected Job Growth to 2024: 8.2% (Strong)

Average Salary 2019: \$55,000 per year

(Source: Seek.com.au)

Design

If you choose to work in Design as an Administrator you could end up ordering supplies for fashion houses, assisting graphic and web designers, preparing reports and layouts for interior design clients, or putting together contracts and plans in an architect or surveyors' offices.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$55,000 per year (Source: Seek.com.au)

Aviation & Transport

In Admin roles in these industries you could be front of house, organising rosters, preparing reports, applying for licenses, ordering in supplies and scheduling works.

Projected Job Growth to 2024: Stable (joboutlook.com.au)

Average Salary 2019: \$67,000 per year (seek.com.au)

Business

"Business" represents a really huge and diverse sector, in an administrative role in this industry you be running diaries and scheduling events, setting up meetings, taking and transcribing notes, writing correspondence and reports, meeting and greeting people face-to-face, online and over the phone.

Projected Job Growth to 2024: 12.1% (seek.com.au)

Average Salary 2019: \$60,000 per year (seek.com.au)

Law

Administrative workers in the Legal industry could be working in courts, correctional services, human resource departments or for law firms. Duties may be diverse and include carrying out research, compiling reports, preparing briefs and other documents, supporting senior professionals, to filing and answering phones.

Projected Job Growth to 2024: 9.6%

Average Salary 2019: \$60,000 per year

(Seek.com.au)

Construction

Typically, you could find yourself preparing and reviewing contracts, loading information including schedules into the system, assessing plans, typing up and distributing variations, liaising with estimators, drafters and other professional teams helping to move projects along.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$60,000 per year (seek.com.au)

Education

Working in childcare centres, schools, universities, TAFEs or other training organisations, you could be answering phones, sending out newsletters, scheduling appointments, creating social media posts, helping students, teachers, parents and all manner of other professionals.

Projected Job Growth to 2024: Very strong (joboutlook.gov.au)
Average Salary 2019: \$50,000 per year

Hospitality

On any day you could find yourself on reception, making reservations, planning events, scheduling rosters and helping out with marketing.

Projected Job Growth to 2024: Moderate (joboutlook.gov.au)
Average Salary 2019: \$55,000 per year (seek.com.au)

Humanities

A diverse sector you could be supporting professionals in youth work and social services, to translators and education. As well as traditional duties you could find that you'll be performing technical duties, managing caseloads, creating reports and managing offices and departments.

Projected Job Growth to 2024: Moderate (joboutlook.com.au)
Average Salary 2019: \$50,000 per year (seek.com.au)

Information Technology

Not to be confused with Database and Development Administrators or Network and System Administrators which are more professional roles that require specific skill sets and relevant qualifications, commanding higher salaries.

Basic administrative roles within this industry could be answering calls and redirecting them, assigning jobs, scheduling works, ordering in parts, invoicing and chasing payments, contacting clients and helping out with general jobs around the office.

Projected Job Growth to 2024: Stable to strong (job outlook.gov.au)
Average Salary 2019: \$55,000 per year (Seek.com.au)

Communication and Marketing

You could be helping put together promotional material, planning events, sending out press releases, data entry, collating market research, or writing and posting content for social media.

Projected Job Growth to 2024: Strong (joboutlook.com.au)
Average Salary 2019: \$63,000 per year (seek.com.au)

Health

Working in GP clinics, hospitals and community settings, you could be on reception, updating records and issuing paperwork, managing written and electronic medical records, liaising with medical staff, responding to general enquiries and information requests, or updating policies.

Projected Job Growth to 2024: Very strong (joboutlook.gov.au)
Average Salary 2019: \$55,000 per year (seek.com.au)

Police, Fire and ADF

Admin roles in these industries, you involve writing reports and correspondence, organising rosters, handling enquiries from the public, service people and management, co-ordinating events, distributing general information and updates about policies and procedures.

Projected Job Growth to 2024: Strong (joboutlook.gov.au)

Average Salary 2019: \$50,000 per year (seek.com.au)

Environment

Working in regional councils, state and federal, as well as private organisations, you could be working on the front desk, organising employees site inductions, coordinating employee travel, data entry and maintenance of internal databases and providing project support.

Projected Job Growth to 2024: Stable (joboutlook.com.au)

Average Salary 2019: \$50,000 per year (seek.com.au)

STEM

Administrative roles in this industry could see you working in laboratories collating data, or in education supporting teaching staff, supporting project managers in rolling out new ideas and designs, or on reception in a research facility.

Projected Job Growth to 2023: 10.8% (Department of Education, Skills and Employment)

Average Salary 2019: \$50,000 per year (seek.com.au)

How to become an Administrator in Australia

There are no formal qualifications for becoming an Administrator in Australia, but specific employers may prefer that you have a certain level of qualifications or experience, especially if you're applying for more senior positions.

Step 1 – Completing Year 12 with English and Maths, with some business and IT subjects could be beneficial

Step 2 – Get work experience in an office environment to find out what really goes on, or volunteer to get some experience and build up your knowledge and skills

Step 3 – Consider taking a relevant qualification e.g.:

[Certificate III in Business Administration](#)

You could do a Certificate III specialising in lots of different industries including [Automotive](#),

[Accounts](#), [Arts](#), [Education](#), [Legal](#), [Medical](#), [Health Administration](#)

Certificate IV and Diplomas are also available for certain industries, see what's available on My Skills e.g.

[Diploma of Information Technology Systems Administration](#)

[Diploma of Local Government Administration](#)

There are also micro-credentials and short courses to consider.

If you are really keen you could complete a [Bachelor of Business Administration](#), which could open up more opportunities and allow you to apply for more senior positions.

Step 4 – Working as an Administrator is a career in itself, but it could also be a pathway to consider into any industry you choose. Once you've begun working in Admin roles, you'll learn more about the industry and roles you might like to pursue. You can then up-skill and leverage your networking contacts to move up the ladder.

Frequently Asked Questions (FAQ's)

- **Can I get an admin job with no experience?**

If you are happy to start with entry level roles, you can multi-task, learn quickly, and are super organised, then you could land an admin job without any prior experience.

- **Do I need to go to university to become an Administrator?**

No, you don't. There are no formal qualification requirements for many administration roles, but you'll have to be prepared to start at an entry level job and work your way up.

- **What does an Administrator do?**

Administrators support businesses and the professionals working within them, helping to organise work and carry out the day-to-day functions that help operations run smoothly and efficiently. Duties vary between industries and employers, so you should choose a role that you will find interesting and rewarding.

- **Where do Administrators work?**

Administrators can work in every single industry, they work in offices, remotely from home, in laboratories, hospitals, hotels, in tourism, science and agriculture. Administrator roles are found almost everywhere.

- **What are 3 things I can do right now to work help me become an Administrator?**

If you're at high school and you think a career as an Administrator would be perfect for you, here's a few things you could start doing right now:

1. Get office work experience or volunteer in an office setting
2. Learn to type fast and accurately, become familiar operating lots of different types of equipment
3. Sign up for temping work during your holidays to build up some experience and skills, you could also gain references and valuable contacts.