



'Motivate your mate'

Justice and Solidarity

Careers Newsletter

24 February 2021

Disclaimer – all information is printed in good faith

It is the responsibility of the student to confirm all details with the appropriate institution.

To contact Mr Madani please email jmadani@stpiusx.nsw.edu.au

JobJump - Parents and students please watch YouTube video and sign up

Sign up to JobJump for information about tertiary study options, ATAR's and apprenticeship and TAFE information. Create a resume, sign up for news alerts.

To register go to <https://www.jobjump.com.au/>

Search school – St Pius X Chatswood

Register with an email address (use a private address, not spx)

Password – pius (lower case)

Parent information: <https://www.youtube.com/watch?v=fZoyckJwVg&feature=youtu.be>

Indigenous Careers & Pathways in the ADF – Virtual Information Session

25 February 2021, 6:30 pm - 8:00 pm

Online

Join the thousands of Indigenous and Torres Strait Islanders who enjoy financial security, rewarding work and personal development in jobs that proudly represent their communities.

Join us for an info session to find out more about Indigenous opportunities in the Navy, Army and Air Force.

Find out more: <https://www.defencejobs.gov.au/events/events-detail/yoty8sf>

iCanMed | Free UCAT Webinar: How to Finish Your UCAT Study During Term 1 & 2

28 February 2021, 3:00 pm - 5:30 pm

Online

To help students succeed, iCanMed has broken down 100,000 UCAT exam questions to identify the key question types that are asked every year.

In this 2.5-hour workshop, we will be:

- Revealing a Term 1 & 2 timeline, including weekly preparation goals, time allocations and study milestones to help keep you on track
- Identifying the most common mistakes that cause students to waste valuable UCAT time
- Outlining optimal methods for preparing for the UCAT (minimum time, maximum return)
- Sitting a short mock test, followed by live step-by-step teaching of the most commonly-asked Section 1, 2, 3, 4 and 5 questions
- Explaining why most students who wait until Term 2 to start UCAT preparation have an extremely high chance of failure

Find out more: <https://www.bigmarker.com/icanmed/Free-UCAT-Webinar-REPEAT-STREAM-How-to-Finish-Your-UCAT-Study-During-Term-1-2-recommended-timeline>

Basair | Pilot Career Seminar

15 March 2021, 7:00 pm - 8:30 pm

Basair Aviation College, Bankstown Aerodrome

In this free & interactive Pilot Career Seminar, you'll learn everything you need to know about a career as a Commercial Pilot. Register now!

Find out more: <http://www.basair.com.au/Events/Register/166>

CSU | Medicine Information Nights

Wagga Wagga: 16 March 2021, 6:00 pm - 7:30 pm

Orange: 22 March 2021, 6:00 pm - 7:30 pm

Bathurst: 23 March 2021, 6:00 pm - 7:30 pm

Online: 4 May 2021, 6:00 pm - 7:30 pm

Come to our free medicine information night and discover everything you need to know about our five-year undergraduate entry degree, the Doctor of Medicine. It's a Joint Program in Medicine offered by Charles Sturt University in partnership with Western Sydney University.

Whether you're in high school, looking for a career change or keen to take the next step in your health career – this information night is for you! Parents and career advisers are also welcome.

Find out more: <https://engage.csu.edu.au/medicine-info-nights>

UOW College | Screen & Media Info Session

17 March 2021, 5:30 pm - 6:30 pm

Online

Are you thinking about studying the Diploma of Screen and Media at UOW College but need more information? Don't worry, we've got you covered. Please join us for our upcoming online info session to find out more about opportunities within the industry and how studying the Diploma of Screen and Media can help you achieve your career goals. We will provide an overview of course structure, entry requirements, job outcomes and current online delivery mode for this course. Staff will be available on the night to answer any questions you may have.

Find out more: <https://studentservice.uow.edu.au/Portal/Events/EventDetails?eventId=c9a17e51-6567-eb11-817f-005056814cdc>

UNSW | Year 12 Medicine Information Evening

17 March 2021, 6:30 pm - 7:30 pm

Online

Are you interested in a career in medicine?

Prepare for the future of health and join a community focused on improving life for all. Studying the Bachelor of Medical Studies/Doctor of Medicine at UNSW will provide you with the theoretical understanding and practical experiences you need to launch your career as a medical professional. UNSW's Medicine Year 12 Information Session will provide insight into the dynamic blend of hands-on clinical experiences and research-focused learning that you will be immersed in as a UNSW Medicine student. You'll also find out detailed information on the application and admissions process for 2022.

Join us online where you will hear from our expert panel of academic staff and current students, and get all of your UNSW medicine questions answered.

Find out more: <https://www.events.unsw.edu.au/event/livestream-year-12-medicine-information-evening>

UNSW | LAT Information Evening

6 May 2021, 6:30 pm - 8:30 pm

UNSW Sydney

Get your questions answered at our 2021 LAT Information Evening. The LAT is an entry requirement for all undergraduate law double degrees at UNSW. We'll cover how the LAT has worked for entry in the past, provide detailed program and faculty information, as well as key LAT dates for the year ahead.

Our LAT Information Evening is for Year 11 and 12 students and their parents, careers advisers and students currently studying at another university who are hoping to transfer to UNSW Law in 2022.

Find out more: <https://www.events.unsw.edu.au/event/unsw-lat-information-evening-2021>

JMC Academy | Open Day

15 May 2021, 10:00 am - 2:00 pm

JMC Academy, Ultimo

Join us on Saturday 15th May 2021 for our Open Day to learn how you can make it with JMC.

On the day you'll be able to:

- Take a tour of our facilities
- Check out some of our serious gear
- Chat with current students and heads of departments
- Attend detailed course overview sessions
- Find out more about internship and study abroad opportunities
- See live performances, film + tv demos, and recording sessions in action
- Learn why JMC has been ranked #1 for student satisfaction amongst all private creative institutions in Australia

Find out more: <https://www.jmcacademy.edu.au/events/open-day-events/sydney-campus-january21-open-day>

The HSC and Careers Expo 2021

3 June 2021, 9:00 am - 6 June 2021, 3:00 pm

The Hordern Pavilion, Moore Park

The Expo provides resources and information for the HSC, tertiary courses, career options, study strategies, the gap year and much more. A feature of The Expo is the seminar program on HSC subjects, study and career advice.

Find out more: <https://www.hscandcareers.com.au/>

Western Sydney Careers Expo 2021

24 June 2021, 9:00 am - 27 June 2021, 3:00 pm

Sydney Showground

The Expo features exhibitors with information on employment and career options as well as tertiary course, study and career advice as well as the seminar program on HSC subjects, study, career and employment advice.

Find out more: <https://www.westernsydneycareerexpo.com.au/>

Sydney Design School | Interior Decoration Workshop

14 April 2021, 9:30 am - 15 April 2021, 4:00 pm

Sydney Design School

Be inspired. Be creative. If you love interiors magazines and beautifully styled spaces, this fun two-day workshop is for you. It's perfect for any interiors enthusiast who wants to decorate their home with skill and confidence. Perhaps you're considering a career in interiors? This beginner's workshop will give you a taste of the Certificate IV in Interior Decoration course and you'll get a feel for our School and the passion of our Educators. Get hands on at our St Leonards studios as you learn how to put together a full interior decoration scheme for a living space in your own home. Plan the layout, select furniture and lighting, explore colour schemes and create a sample board of your ideas.

Find out more: <https://sydneydesignschool.com.au/workshop/>

Sydney Design School | Introduction to SketchUp

14 April 2021, 9:30 am - 15 April 2021, 4:00 pm

Sydney Design School

Looking to extend your presentation skills? Create detailed 3D models using this intuitive and easy-to-learn program. Over 2 sessions you will be introduced to the fundamentals of SketchUp enabling you to create realistic floor plans and 3D models. You'll use the 3D Warehouse, the world's largest online library, to import furniture and lighting.

Find out more: <https://sydneydesignschool.com.au/sketchup/>

NYFA | Online Film Directing Camp

26 June 2021, 2:00 pm - 17 July 2021, 3:30 pm

Online

New York Film Academy Australia offers Film Directing and Acting online camps for teens, providing an active, creative learning experience where students have the ability to interact with instructors and classmates from all around the world, from home, while also creating original work.

Our Online Film Directing Camp is a hands-on, filmmaker experience designed to provide teens with the opportunity to explore storytelling through the art of film. This online camp will be offered across four consecutive Saturdays.

Find out more: <https://www.nyfa.edu.au/youth-camp/online-teen-workshops.php>

NYFA | Online Acting Camp

26 June 2021, 2:00 pm - 10 July 2021, 3:30 pm

Online

New York Film Academy Australia offers Film Directing and Acting online camps for teens, providing an active, creative learning experience where students have the ability to interact with instructors and classmates from all around the world, from home, while also creating original work.

Our Online Acting Camp is a hands-on, acting experience designed to provide students with the opportunity to explore storytelling through the art of film. This online camp will be offered across three consecutive Saturdays.

Find out more: <https://www.nyfa.edu.au/youth-camp/online-teen-workshops.php>

NIDA School Holiday Workshops

NIDA are now taking bookings for their April school holiday workshops.

If you want to learn more about acting, performance, design, theatre, singing, writing, and more, these workshops are the perfect chance to get a taste of NIDA and expand your skills.

Workshops will be run in Sydney, Melbourne and Brisbane.

Find out more and book here: <https://www.open.nida.edu.au/courses/how/school+holidays>

Real Futures Grant

Value: \$5,000

Open/Closing Dates: November 1, 2020 – October 31, 2021

[Find out more](#)

Bond University Vice Chancellor's Elite Scholarship

Value: 100% Tuition Fee Waiver

Open/Closing Dates: May 1, 2021 – August 1, 2021

[Find out more](#)

Have Your Songs Recorded with Vermilion High

Calling all high school musicians! Are you writing original music and interested in getting it professionally recorded and released?

Vermilion High is an entrepreneurial start-up from QUT's student-run record label, Vermilion Records.

One lucky school student or band will have their music released professionally and a total of 10 students or bands will be selected to record their music.

All genres, bands and solo artists are welcome. Send in a demo of your original song (no covers) to receive feedback from QUT songwriting and production students and be considered for the opportunity to come into QUT's world-class recording studios and have your song recorded and released by Vermilion Records.

If your song is chosen to be released, you will receive 100% of the publishing copyright.

Applications are open now and close 18 April.

Find out more and enter here: <https://www.qut.edu.au/creative-industries-old/schools-engagement>

NYC Midnight Screenwriting Challenge

The 18th Annual Screenwriting Challenge is a competition open to screenwriters around the world.

There are 3 rounds of competition. In the 1st Round (March 19-27), writers are placed randomly in groups and are assigned a genre, subject, and character assignment. Writers have 8 days to write an original short screenplay no longer than 12 pages. The judges choose a top 5 in each group to advance to the 2nd Round (May 27-30) where writers receive new assignments, only this time they have just 3 days to write an 8 page (maximum) short screenplay. Judges choose a top 3 in each group from the 2nd Round to advance to the 3rd and final round of the competition where writers are challenged to write a 5 page (maximum) screenplay in just 24 hours (July 16-17).

A panel of judges review the final round of screenplays and winners are selected to share in thousands in cash and prizes.

Find out more and register for the upcoming challenge here:

<http://www.nycmidnight.com/Competitions/SC/Challenge.htm>

Be Inspired by Young Storytellers

Heywire is an annual competition run by the ABC that encourages young people to tell stories about their life outside the major cities.

From regional, rural and remote locations across the country, there are young people doing incredible things – and this is your chance to hear about it and be inspired.

If you are aged between 16 and 22 and live in a regional, rural or remote area, you can enter the Heywire competition. Each year, winners work with ABC staff to produce their story to be featured on ABC Radio and abc.net.au. Competition winners also score an all-expenses-paid trip to the Heywire Summit, designed to ensure their voices are heard in Canberra and around the nation.

If you're looking for some help to make your entry stand out, check out the [Heywire storytelling workshop](#).

Read the entries from previous winners and submit yours here: <https://www.abc.net.au/heywire/>

Right Left Write Competition

Writing is often compared to making a long journey. You need to keep your momentum up in order to make it to the end – one foot in front of the other, right, then left, then...

Queensland Writers Centre have taken the image and used it as inspiration for their new monthly writing competition.

Each month Queensland Writers Centre announce a prompt word in their [Pen & Pixel](#) newsletter, then it's over to you to create a short story of up to 500 words and right, left, write.

Members can enter for free and non-members can enter for a \$5 fee. One entry per person per month.

Find out more and enter here: <https://queenslandwriters.org.au/competitions>

Music Therapy as a Career

In Australia, there are lots of health professionals who are not doctors or nurses. The jobs that they do are just as important to the health and wellbeing of our nation, but to distinguish their roles, they're called Allied Health Professionals.

Under the umbrella of Allied Health, you'll find services such as Audiology, Dietetics, Genetic Counselling, Optometry, Physio and lots more.

One of the services that you may not have heard of before is Music Therapy.

What is Music Therapy?

You probably already know that listening to your favourite tunes can affect your mood, get you up on your feet having a dance, and even bring back memories. Playing music or singing has the same effect for lots of people too.

Music therapists use musical experiences that could help to improve their patient's physical and mental health, functioning and over all wellbeing.

Music therapy is a well researched and accepted form of treatment, with many associated benefits.

Who can music therapy help?

If you're thinking of a career in health, then the chances are that you like people and you enjoy helping them. People of all ages from newborns to the elderly might respond well to this treatment. A few examples of who could benefit include people with:

- Mental health needs
- Developmental delays
- Communication problems
- Physical, mental or learning disabilities
- Age related conditions such as Alzheimer's
- Addiction and substance abuse issues
- Patients suffering with acute and chronic pain
- People with long term and terminal illnesses

How to become a Music Therapist in Australia

To work in Music Therapy in Australia, you'll need to register with the [Australian Music Therapy Association \(AMTA\)](#).

To be eligible to register with AMTA, you'll need to:

1. Complete an undergraduate degree related to health or music.
2. Complete a tertiary course that's been accredited by AMTA. E.g. [Master of Music Therapy at the University of Melbourne](#), or [Master of Creative Music Therapy at WSU](#). Or complete an equivalent qualification that will be assessed by AMTA.
3. Apply for registration.

You'll then be able to apply for jobs and practise as a Registered Music Therapist (RMT) anywhere in Australia.

Alternative pathways to Music Therapy as a Career

If you'd love to become a Registered Music Therapist (RMT) but university isn't an option right now, you could consider looking at [TAFE](#) and other music and health related qualifications. Volunteer and get some work experience providing some form of musical therapy (it could be at your local community centre, childcare centre, school, or old people's home for example).

Your efforts and qualifications could count towards undergraduate studies and help you to get into university down the track.

Or, if you'd like to go to university but you're not sure how to afford it, you could consider applying for an education degree. It could provide entry into a career in music, teaching young people in schools. With the added bonus that education degrees often have lower fees than many other degrees (including degrees specialising in music).

Plus, it's a good idea to contact the AMTA directly and see what advice they can offer that could help you to become registered.

More information

If you'd like to read more about Music Therapy as a career, here are a few more resources that could be helpful:

- <https://www.austmta.org.au/>
- <https://www.austmta.org.au/sites/austmta.org.au/files/music-therapy-changes-lives-oct2020-sml.pdf>
- <https://www.heti.nsw.gov.au/education-and-training/our-focus-areas/allied-health/allied-health-professions-in-nsw-health/music-therapy>
- https://www.rch.org.au/musictherapy/faq/Frequently_Asked_Questions_Music_Therapy/

Explore other careers in music and health

If you're thinking about a career in music and health, there are lots more options to consider too.

You can make a start on our [Careers](#) or [Job Spotlight](#) pages.

[Study an Online Short Course with WSU](#)

Whether you're looking to upskill, pursue a new career or challenge yourself by learning something new, WSU's range of Online Short Courses are ready for you. With courses available in Health, Information Technology, and Environmental Sustainability, there's a range of options for you to explore.

The short courses can be completed in as little as 30 weeks. Study online where and when it best suits you, no matter where you are across the nation.

Find out more here: <https://www.westernsydney.edu.au/future/study/courses/short-courses-online.html>

[Got a Question about Uni? Ask a Student at UOW](#)

Do you have questions about what university is like? Wondering about your pathway options, or accommodation? If you want answers to your burning questions, you can chat live with a current or former student from UOW to get all the answers you need.

Ask a Student is UOW's online platform where you can chat live to a real student. You can also check out answers to some of the most frequently asked questions.

Find out more and ask your questions here: <https://www.uow.edu.au/study/ask-a-student/>

[UCAT ANZ for Medicine and Dentistry in 2022](#)

The University Clinical Aptitude Test is a compulsory test that you may have to sit in order to apply for some degrees in the fields of Medicine or Dentistry. Designed to help universities to select applicants the appropriate abilities and professional behaviours required to practice successfully as a doctors or dentists. It is used in collaboration with other admissions processes such as interviews and academic qualifications.

13 of the [universities](#) in Australia offering Medicine and Dentistry, and 2 in New Zealand, will require you to sit the UCAT ANZ test as part of your application. So, if you're thinking of applying to uni in 2022 for a degree in one of those fields, you should check the entry requirements as soon as possible to find out if taking the UCAT ANZ is necessary.

Registrations for concession and access schemes are open now. **Bookings open on 1 March 2021 and close on 17 May.** You'll sit the tests between 1 July and 11 August 2021. Results will be delivered to the universities in early September.

It costs \$305 to sit the test (\$199 concession fee, but you only have until 10 May to register for concession prices).

Additional information about dates, fees and how to register can be found [here](#).

To find out which universities and courses apply, the eligibility criteria, or simply to find out more, head over to the official [UCAT ANZ website](#).

[Work Experience with Taronga Zoo Sydney](#)

Applications are now open for work experience opportunities in 2021 with Taronga Zoo Sydney.

This is a great opportunity for students in years 10 – 12 to learn about zoo keeping and animal care. If you love animals and want to make a difference, put your application in now.

Applications are now open for 2021, however, there are very limited places due to a rollover from 2020.

Places will be offered on a first come first serve basis and applications will close as soon as all places have been filled OR on Sunday February 28 2021.

[Learn more](#)

[Sydney Trains 2021 Work Experience Program](#)

Sydney Trains work experience program aims to give Year 10, 11 and 12 students the opportunity to gain insight and experience into the world of work at Sydney Trains and gain an understanding of possible career options for their future within a dynamic industry setting.

We offer students a week of structured activities which will increase their knowledge of the workplace and improve their employability skills to assist them to begin a career in their chosen field. Students will gain a better understanding of the changing nature of work and the attitudes and skills employers are looking for, whilst increasing their technical skills and knowledge.

Placements usually last for five days, Monday to Friday, with start and finish times to be agreed prior to commencement.

[Learn more](#)

[Work Experience at Foundation Theatres](#)

The Foundation Theatres work experience program gives you the opportunity to work with all the key departments in our organisation to help you to learn about the many elements of managing a venue. This includes technical operations, facilities management and maintenance, front-of-house operations, food and beverage service, ticketing, merchandising and administration.

Placements will be 5 days in length, run from Tuesdays – Saturday, and generally take place in the afternoons and evening.

Anyone over the age of 16 with a passion for theatre, who is able to listen and talk to all range of people and is willing to work as part of a team is encouraged to apply.

Due to the impact of COVID-19, for 2021 we will only be offering two work experience placements to take place between September – December 2021. Whilst we welcome applications, please be aware that our ability to take students may continue to be impacted by COVID-19 restrictions.

[Learn more](#)

[Are you sitting the UCAT Test in 2021?](#)

UCAT have some fantastic free resources to help you prepare for the exam. They say:

“We advise you to prepare for the UCAT using the free official practice materials which have been developed by the UCAT Consortium. We believe that everyone should have access to free preparation materials to support their test preparation. The resources and advice below have been produced by ourselves using feedback from previous high-scoring candidates.”

They also recommend you start by looking at the [UCAT ANZ Preparation Plan](#).

[PRACTICE TESTS](#)

Our three, fully timed practice tests, which mimic closely the testing experience, are an essential part of your preparation. *Please note that when you take the live test your correct and incorrect answers will not be reported.*

[OFFICIAL MOBILE APP](#)

Our official mobile app for [Apple](#) and [Android](#) users. This cannot replicate all question types from the live test but is a useful preparation tool to complement our other resources.

[QUESTION BANKS](#)

10 question banks containing 400 official questions from all five subtests. Use these to familiarise yourself with the type of questions you will see in your test. Answer rationales are also provided for all questions.

[QUESTION TUTORIAL](#)

An interactive tutorial which includes general advice on how to approach the test as well as strategies on how to approach and answer questions in the Verbal Reasoning, Decision Making, Quantitative Reasoning, Abstract Reasoning and Situational Judgement subtests.

[TOUR TUTORIAL](#)

A tutorial which illustrates all the functions used in our computer-based tests including how to answer and review questions.

[UCAT YOUTUBE CHANNEL](#)

The official UCAT YouTube channel has a number of videos to support preparation. High-scoring, former UCAT candidates share advice on their preparations for the test, plus a member of the UK based UCAT team talks through the steps involved in preparing for the test. There are also videos showing what to expect in a Pearson VUE test centre.

[2020 OFFICIAL GUIDE](#)

The 2020 Official Guide contains definitive information regarding the test including over 130 practice items, keep your eyes open for the 2021 Guide, they're usually released around May.

Find out more here – www.ucat.edu.au/ucat-anz/practice-tests/

[CANDIDATE ADVICE](#)

Read about the experiences of a few candidates who've sat the test. They share some tips on how they prepared for the test.

[How to become an Executive Assistant](#)

At the heart and soul of organisations, boosting productivity

What do Executive Assistants do?

Executive Assistants play an important role within a business team. Their main function is to support and organise more senior staff by carrying out a variety of tasks. From managing an executive's diary and schedule, to coordinating executive board meetings. You may be managing

day-to-day tasks, handling emergency situations, or even representing your boss in meetings and other communications.

If you're great at adapting to new situations and anticipating the needs of others, flexible and able to remain professional in all situations, then the varied and sometimes demanding position of an Executive Assistant could suit you down the ground.

About you:

- High level of emotional intelligence, pick up on unspoken or subtle cues and react appropriately
- Excellent communication and organisational skills
- Fast learner with a flexible and adaptable work ethic
- Trouble shooter and problem solver
- Diplomatic and professional but personable, even under pressure
- Works well in a team but capable of managing your own busy workload independently
- Good knowledge of many types of office equipment and software

The job:

Executive Assistants are needed in many different industries supporting leadership and management staff, your role could vary depending on the business and the expectations of your boss.

- Maintain your boss's diary and make all necessary arrangements
- Manage the tasks of associate or junior assistants and delegate work to them
- Research and produce reports, briefing notes, correspondence and other documents
- Schedule, coordinate and prepare events and meetings from inviting attendees, to arranging the paperwork, venue, travel arrangements and catering
- Attend meetings, take minutes and be a representative for your organisation if necessary
- Sort and prioritise incoming and outgoing mail, maintain filing and records
- Screen calls and respond to enquiries

Lifestyle Impact: Low

- Part Time opportunities: Low – 28% of Executive Assistants work part-time (source: joboutlook.gov.au)
- Average hours for full-time workers: 41 hours a week (source: joboutlook.gov.au)
- Executive Assistants salary (average) \$85,000* per year (Source: com.au) *salaries vary between industries, your role, and depending on your skills and experience
- Future career growth: Declining (Source: joboutlook.gov.au)
- Working as an EA demands a level of responsibility. You'll be expected to pull your weight and respond in unexpected or crisis situations, which may require you to work some overtime work. You could also be managing other staff and being the contact point between senior workers which could be stressful at times.

Executive Assistants are most in demand in these locations:

Although this is a very large occupation, with work opportunities available in most regions of Australia, New South Wales, Queensland and Victoria employ the largest shares of workers in this role, but you could work remotely from anywhere in the country.

How to become an Executive Assistant in Australia

You can work as an Executive Assistant without any formal qualifications.

You might find that a Vocational Education and Training (VET) qualification in business administration, secretarial and clerical studies, or accounting may be useful and make you eligible to apply for more jobs.

Step 1 – Obtain your high school certificate, subjects including English and IT will be useful, Maths and Business Studies could benefit you too.

Step 2 – Complete relevant VET or tertiary qualification e.g.:

[Certificate III in Business](#)

[Certificate IV in Business](#)

[Bachelor of Business Administration at ACU](#)

[Bachelor of Business and Commerce \(Business Administration\)](#)

Remember, you may have the option of studying some courses online. You could even complete them part time while you work and gain experience.

You could also consider applying for a Traineeship, where you'll receive a VET qualification, work experience and be paid a salary. With the added advantage you'll be able to network and showcase your abilities, meaning you could end up with a job once you're qualified.

Step 3 – Ensure that your computer skills are on point and keep updating them.

Step 4 – Gain work experience and move into a supervisory position or consider upskilling while you work and applying for vacancies within the leadership and management teams.

Find out more here –

<https://www.theeainstitute.com.au/>

<https://www.executiveassistant.com/>

Similar Careers to Executive Assistant

Events Coordinator

[Business Development Manager](#)

[Human Resources Manager](#)

[Social Media Manager](#)

[Legal Secretary](#)

[Virtual Assistant](#)

[Scrum Master](#)

[Public Relations Officer](#)

[Administrator](#)

Find out more about alternative [careers](#).

Frequently Asked Questions (FAQs)

What do Executive Assistants do?

Executive Assistants carry out day to day tasks that support Executives within the organisation and help them to be more efficient and productive. They also rally to respond to unexpected or emergency situations that arise.

What career advancement opportunities are available to Executive Assistants?

Executive Assistant could be a stepping-stone or pathway to more senior careers in executive and management roles. Your knowledge of the business may be enough to help you get a promotion, or you might have to work to obtain a formal qualification. In addition, the skills you'll develop working

as an EA could make you ideally suited to diversify into other roles (see the similar careers section in our job spotlight).

What industries employ Executive Assistants?

Executive Assistants are needed in nearly every industry around, as their skills are required to support the functions and work of the leadership and management workers. Which means that you could choose to work in, and make a difference in, any area that you are passionate about.

Do I need to go to university to become an Executive Assistant?

You don't have to gain any formal qualifications to work as an EA, but if you don't you should expect to start your career in a junior role and work your way up. Obtaining a formal qualification and gaining work experience could help you to start working as an EA sooner.

Where do Executive Assistants work?

Executive Assistants often work in corporate offices, they're required to be available to the professional(s) they are supporting. However, thanks to the development of virtual technology, you could set yourself up at and work from home. You could even own your own business and provide support services to multiple executives.

What are 3 things I can do right now to help me become an Executive Assistant?

If you're at high school and you'd like to find out if a career as an Executive Assistant is right for you, here's a few things you could do right now:

1. Work on your soft skills, especially leadership, planning and organisation
2. Get experience in project management and event planning
3. Take short courses in administration, business and IT

Mr Madani

COLLEGE ● 35 Anderson Street, Chatswood NSW 2067 **P**(02) 9411 4733 **F**(02) 9413 1860
TREACY COMPLEX ● Dreadnought Road, Oxford Falls NSW 2100 **P**(02) 9451 7375
E admin@stpiusx.nsw.edu.au www.spx.nsw.edu.au
ABN 50 451 308 630

A CATHOLIC BOYS' COLLEGE IN THE EDMUND RICE TRADITION