



TEACHFOR
AUSTRALIA

JOB ADVERTISEMENT

SELECTION AND ONBOARDING OFFICER

Employment Type: Full time
Maximum term contract until 31 December 2022 (possibility of extension)

Location: National

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

- Opportunity to work with an engaged community of educators - working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [Reconciliation](#), in a space where we learn and grow together

About the Position

Provide high-level administrative support across the selection and onboarding journey that enables a talented and diverse pipeline of individuals to join Teach For Australia's Leadership Development Program, ultimately resulting in placement in one of the communities we serve.

About Teach For Australia

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools. As Teach For Australia seeks to grow to scale, our team is responsible for finding Australia's future leaders. By helping our country understand that educational inequity represents the biggest issue facing our society, we aim to attract and select the most diverse group of tomorrow's leaders to the program—in pursuit of our vision.

About You

- At least two years of relevant experience
- Experience in administrative support and/or customer service
- Experience in a fast-paced, high-volume workplace

Teach For Australia encourages applicants of all backgrounds to apply.

How to Apply

For an opportunity to take your place in this life-changing organisation please [Apply here](#), by 11.59pm AEDT on **Sunday, 13 February 2022**, and

All enquiries can be directed to jobs@teachforaustralia.org.

Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://teachforaustralia.org/>.

JOB DESCRIPTION

SELECTION AND ONBOARDING OFFICER

Department:	Incoming Associates	Employment type:	Full time
Reports to:	Admissions Manager	Financial accountability:	\$NIL
Reports:	0 first level (direct)	Location:	National

Role Purpose

Provide high-level administrative support across the selection and onboarding journey that enables a talented and diverse pipeline of individuals to join Teach For Australia's Leadership Development Program, ultimately resulting in placement in one of the communities we serve.

Qualifications and Experience

Essential

- At least two years of relevant experience
- Experience in administrative support and/or customer service
- Experience in a fast-paced, high-volume workplace

Desirable

- Experience in high-volume recruitment or in human resources
- Experience using a Customer Relationship Management system or Applicant Tracking System
- Experience working as an Associate or staff member with a Teach For All network partner

Skills, Attributes and Knowledge

Essential

- A highly organised, process and detail-focused individual with the ability to manage a large variety of activity and stakeholders towards discrete outcomes.
- Strong customer service and support orientation for external and internal stakeholders.
- Advanced level skills with diary management, email and standard computing software (e.g. Microsoft Word, Excel, PowerPoint, Gsuite).
- Proficient skills with Zoom (or similar platform) and a desire to learn and grow.
- Ability to deal efficiently and tactfully with sensitive and confidential matters.
- Adaptable and pro-active individual who thrives on challenges and is a strong fit with Teach For Australia's vision and core values.
- Flexibility – comfortable working within ambiguity.
- Willingness to travel up to 20% over the course of the year to conduct selection activities (when COVID-19 protocols allow).



Desirable

- Critical problem solving ability, planning strategically toward team outcomes.
- Experience with Salesforce.

Key Accountabilities

Selection and Onboarding

- Enable the day-to-day running of candidate selection experience.
- Using sound judgement in executing assessor and associated duties as part of the selection process.
- Managing technical platform during virtual selection days.
- In collaboration, ensuring that successfully selected individuals have the information and resources to pass through the Admission gateways in order to join Leadership Development Program and enrol in the Masters of Teaching with our university partner.
- Conduct the assessments of applicant transcripts for enrolment into Masters of Teaching
- Support the online learning platform used during the on-boarding process.
- Coordinate travel to the initial training in November.

Customer Service and Support

- Manage two central email inboxes and respond to queries quickly, professionally, and accurately.
- Providing general administrative support and coordination of the selection and onboarding process.
- Collaborative design of strategic communication to Incoming Associates, balancing strong engagement while managing Associate expectations.
- Support the national Incoming Associate engagement strategy, including organising virtual and in-person events.
- Collaborate with the training team to provide timely information to candidates.
- Responding to candidate and incoming Associate enquiries via phone and email.

Data Management and Reporting

- Support internal knowledge management by keeping detailed and accurate records.
- Maintain oversight of key processes and communicate progress on key goals and KPIs to Admissions Manager regularly.
- Identify opportunities to improve existing processes to improve efficiency and accuracy of selection



Our Values

Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.

