

## Applying for an Indigenous Cadetship with ACER

The ACER Indigenous Cadetship is offered under the National Indigenous Cadetship Program (NICP) and provides support for a cadetship arrangement for Aboriginal and Torres Strait Islander students. It is an initiative of the Department of Education, Employment and Workplace Relations. To learn more about the NICP, visit [www.nicp.dewr.gov.au](http://www.nicp.dewr.gov.au)

### Current Opportunity

In 2008 ACER has a cadetship opportunity for an IT undergraduate currently in their second year of study and will have completed their second year of study by the end of 2008.

#### *Work Placements*

The 12 week paid work placements will be offered over the December 2008 - February 2009 and December 2009 - December 2010 periods following completion of the academic year.

During the 12 week work placements there will be an opportunity to work in either Desktop Support or Software Engineering, depending on the strengths and interests of the cadet. There will be support provided by experienced members of the IT team to learn about the operating environment and to develop skills in order to confidently pick up a range of tasks.

A mentor will also be nominated to assist the cadet during the 12 week placement.

#### *Financial assistance*

As a cadet you will receive a study allowance payment throughout the cadetship. For more information on study allowance payments, visit [www.nicp.dewr.gov.au](http://www.nicp.dewr.gov.au).

#### *Terms of appointment*

The successful applicant will be required to complete and sign a National Indigenous Cadetship Agreement.

The cadet will be located in our Camberwell office for the 12 week work placements.

The Cadetship is expected to commence in July 2008, subject to approval from the NICP.

### Eligibility

Applicants must be:

- Aboriginal and/or Torres Strait Islander
- Eligible in accordance to NICP requirements
- Currently enrolled in their first undergraduate degree and undertaking full time studies

## **Applying**

### *How to apply*

Your application should consist of four parts:

1. A 1-page covering letter
2. A brief document addressing each of the selection criteria
3. Your resume, including contact details for two referees
4. A copy of your academic transcript

Applications may be emailed to [hr@acer.edu.au](mailto:hr@acer.edu.au) or mailed to ATT: Britt Jacobsen, HR Operations Officer, ACER, Private Bag 55, Camberwell, 3124 or faxed to (03) 9277 5500 or marked to the attention of the HR Officer lodged by hand at ACER, 19 Prospect Hill Rd, Camberwell, Victoria 3124.

Short-listed candidates will be required to attend an interview in Melbourne in June. Assistance will be provided for travel where required.

Short-listed candidates will also be required to provide verification of Aboriginality and/or Torres Strait Islander heritage. This is commonly a letter or form obtained from an incorporated Aboriginal or Torres Strait Islander organisation and stamped with their common seal.

### *Selection Criteria*

Please write no more than 150 words on each of the following. Under each heading describe relevant achievements, skills or experience that you will bring to this work.

- Undertaking full time studies and currently enrolled in their second year of an IT related undergraduate degree, and expecting to complete their second year of studies by the end of 2008.
- A commitment to keeping abreast of latest information regarding new technological solutions.
- Creative and solving problems skills.
- Sound interpersonal skills to enable effective communication with technical and non-technical staff.
- Ability to work within and contribute to a team.

### **Contact details**

If you have any questions please contact Britt Jacobsen on 03 9277 5640 or email [hr@acer.edu.au](mailto:hr@acer.edu.au)

**Closing date for applications is 6 June 2008**

*ACER is an equal opportunity employer.*