



# 2014 Management Cadetship

## Information Package

Thank you for your interest in the University of Wollongong Management Cadetship. The Cadetship is a five-year fixed term appointment and is open to students who will be completing the Higher School Certificate (Yr 12) in 2013. There are two positions available commencing in February 2014.

There are many great reasons to choose the University of Wollongong as your preferred institution for study:

- National recognition for Excellence in Teaching.
- Recipient of the maximum five star rankings in seven categories in the Australian *Good Universities Guide* and in the top 2% of universities in the world
- Graduates enjoy some of Australia's highest average starting salaries
- Learning and career support from day one
- A beautiful, leafy campus minutes from the city and the sea.

The University's Management Cadetship offers a wonderful opportunity to combine work and study. You will work in a number of areas across the University including Human Resources, Finance, Marketing, Audit, Policy & Governance and Student Administration. You will undertake a relevant undergraduate degree majoring in business related areas such as Management, Marketing, Finance, Accounting or Business Information Systems. Other areas of study may be acceptable if they are considered compatible with the work placements of the Cadetship, please enquire if you are uncertain.

Employment is part-time during the first three years (equivalent to a nine-day fortnight) and fulltime in the final two years. Cadets receive a study time allocation providing release from work to attend lectures/tutorials/exams and for private study. An education allowance is provided to assist with course fees and other education expenses. Satisfactory progress in both academic study and work placements is required.

**Starting salary is approx \$36,900\* with annual increments throughout the cadetship.**

*\* Subject to salary adjustments awarded to UOW staff.*

In this package you will find details of the application, interview and selection process. Other resources of interest are listed at the end of this pack including their location on the UOW website.



# Details of the Cadetship Application, Interview and Selection Process

## Your Application

If you are applying for the Cadetship, please ensure you submit the following details:

- A covering letter briefly outlining your reasons for interest in the Cadetship
- A copy of your resume
- A separate document outlining how you meet each of the selection criteria listed below
- Details of school assessments (e.g. trial results)
- Copies of school reports (Year 12)
- Name and contact details of two referees.

## Selection Criteria

- Excellent written and verbal communication skills
- Demonstrated ability to work independently and as part of a team
- Demonstrated initiative and creativity
- Demonstrated ability to set goals, plan activities and manage time to achieve objectives in the face of competing demands
- Ability to communicate with people across all levels of the organisation and from various cultural backgrounds
- Ability to adapt to changing situations and to quickly grasp new concepts and knowledge
- Consistent record of strong academic achievement.

## Selection Process

A selection committee will review all applications and select candidates for interview from those who best meet the selection criteria. Interviews may be supplemented with additional instruments such as psychometric testing (e.g. personality and/or aptitude tests) and a group activity (e.g. problem solving exercise).

Following interviews, the selection committee will conduct referee checks and subsequently make offers to the successful candidates. The committee reserves the right to make no appointments if it felt that none of the interviewed candidates meet the selection criteria.

**Appointment is conditional** upon gaining entry into an appropriate undergraduate degree at UOW. This may be achieved *either* through a Faculty “Early Entry” program *or* by achieving an ATAR score sufficient for a **first round offer** in an appropriate UOW degree. In the event that either of the committee’s first choices does not gain a position for study, an offer may be made to other interviewed candidates.

**If you are offered a Cadetship**, you will need to ensure that you **apply via UAC** for entrance into a relevant undergraduate course at UOW and that your desired UOW course is listed as your first preference.

Refer to the UAC website for more details about preferences:

<http://www.uac.edu.au>

## Submitting an application

### Key dates:

Position open on UOW employment website: Friday 2nd August 2013  
Final date for submission of applications: Sunday 1<sup>st</sup> September 2013  
Interviews: Week commencing 23<sup>rd</sup> September 2012

Note: The above dates are correct at time of printing but subject to change. **Interview date and time will be confirmed directly with candidates who are short-listed for interview.**

Applications must be submitted via the UOW Employment website at: <http://employment.uow.edu.au/jobapp/index.shtml>. The Cadetship will not be posted on this site until the scheduled advertising date. **Applications will not be accepted prior to this date.**

**IMPORTANT NOTE:** The UOW Employment website is designed to receive applications online. There are **restrictions** on the **number, size and type** of files you can upload. If you have any difficulties uploading documents, you may email them as attachments to [jobs@uow.edu.au](mailto:jobs@uow.edu.au). Include your name and **quote the job reference number** from the UOW Employment website. Please email [jobs@uow.edu.au](mailto:jobs@uow.edu.au) if you have any questions or concerns about the transmission of your application.

Once again, thank you for your interest in the Management Cadetship. Should you have further enquiries at any stage, please contact Deb Tetley, Professional & Organisational Development Services on (02) 4221 4646.

### Management Cadetship website

See this page for Cadetship information including Conditions of Appointment and testimonials from past and present Cadets.

<http://www.uow.edu.au/about/scholarships/ug/cadet/index.html>

### Undergraduate Course Guide

<http://www.uow.edu.au/content/groups/public/@web/@unia/documents/doc/uow000037.pdf>

### Future Student homepage

<http://www.uow.edu.au/future/>

### Job application process at UOW

See this page for a step-by-step guide to the selection process including tips on writing your application and preparing for interview.

<http://employment.uow.edu.au/info/index.html>

### Accommodation Information

<http://www.uow.edu.au/about/accommodation/>

Please contact Professional & Organisational Development Services on 4221 4929 if you are unable to access any of these resources.

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