



2015 MANAGEMENT CADETSHIP

INFORMATION PACKAGE

MANAGEMENT CADETSHIP

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 2014. There are two positions available commencing in February 2015.

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 \$37,600* 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 is 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 8th August 2014

Final date for submission of applications:
Sunday 7th September 2014

Interviews:

Week commencing 22nd September 2014

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. Include your name and quote the job reference number from the UOW Employment website. Please email 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.



LEARN MORE

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/recruit-advice/index.html> or look at the UOW Career Central advice page for students applying for jobs at <http://www.uow.edu.au/careers/help/TheEdge/applications/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.





Are you finishing the HSC this year and are interested in combining work & study?

Are you a high achiever looking for a rewarding experience beyond just going to a great Uni?

WORK / STUDY / LEARN / GROW

CONNECT: UOW MANAGEMENT CADETSHIP

GREAT COMBINATION

The Cadetship provides an enriched study experience combining real life work experience with study in a great university.

"For those wanting a wide array of business experience and the opportunity to apply their study to real-world problems, the Management Cadetship is a brilliant opportunity. The Cadetship has given me the experience of working in a large, dynamic and supportive organisation, within a variety of teams and units with friendly and helpful colleagues. The combination of studying a degree while working at UOW is a powerful one. As an Information Technology student, I have had the opportunity to experience the business side of IT and apply these experiences to my studies. Conversely, my studies have helped give me the skills necessary to work on a variety of challenging projects during the Cadetship which have been tailored to my areas of interest.

The exposure I have received to a wide variety of business functions has shown me the range of opportunities available to take my career, and the Management Cadetship will be a valuable head-start into the industry. My past placements have included Financial Services, Client Service, Enterprise Content Management (Web/Digital Signage), and Business Solutions (Scholarships and Events Management). I recommend this program for anyone looking for a challenging, exciting and rewarding experience."

Paul Vaartjes
Management Cadetship Fifth Year
Bachelor of Information Technology (e-Business & Web Design and Development)

UOW's Management Cadetship offers a wonderful opportunity to combine work and study. Cadets work in a number of areas across UOW including Human Resources, Finance, Marketing, Audit, Policy & Governance and Student Administration. They also undertake a relevant undergraduate degree majoring in 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.

During the final two years of the Cadetship, cadets undertake a specialised placement relating to their degree major which gives the cadet the edge in becoming a 'young professional' in their chosen field. Cadets receive an annual salary with increments each year, plus an education allowance covering course fees and a book allowance. Cadets are allocated study leave during session to attend lectures and tutorials.

For more information including application details go to:
www.uow.edu.au/about/scholarships/ug/cadet/index.html

Or contact Professional & Organisational Development Services at UOW

Phone: (02) 4221 4929

email: [pods@uow.edu.au](mailto: pods@uow.edu.au)

**UNIVERSITY OF
WOLLONGONG**





GREAT DEGREES

The University of Wollongong is one of Australia's top universities, consistently achieving 5-star ratings from the Good Universities Guide.

"The Management Cadetship is a fantastic opportunity to combine work and study, allowing you to apply what you are learning at University directly into the workplace. The Cadetship has so far proven to be a challenging but rewarding experience. It provides invaluable opportunities to network with an array of people and develop your communication and business skills. Experiencing a variety of business environments has allowed me to explore my interests, which will help me determine my future career path. I believe that the skills I am learning through the Cadetship will give me a huge advantage in the future."

Emily King

Management Cadetship Fifth Year
Bachelor of Communication and Media
Studies (Advertising & Marketing and
International Media & Communication)

GREAT EXPERIENCES

Cadets participate in many other activities such as graduation ceremonies, promotional days and staff development programs. Cadets are also encouraged to consider a period of overseas study under the University's study abroad program.

GREAT CHALLENGES

Cadets are challenged in their roles to continue to learn and develop their skills.

"The UOW Management Cadetship is the best program of its kind in the state, if not the country. Nowhere else will high school graduates be given the opportunity to develop skills in such an encouraging workplace and experience university life while working towards a degree. I have experienced so many valuable things so far including engaging with the media, administering the study abroad and exchange program, recruiting staff members, distributing scholarships, promoting university prizes and working on health and safety campaigns. You will be aligned with mentors who can challenge and lead you to reveal your career goals. The Management Cadetship is flexible by enabling you to choose areas of specialisation. It is the best path towards a successful professional career."

Sean Blake
Management Cadetship Alumnus
Bachelor of Commerce Dean's Scholar
(Marketing and Public Relations)

