



CAREER DEVELOPMENT SERVICE

The Career Development Service at ACU is here to help international and domestic students in the search for employment, resume preparation, careers advice, and more.

THE CAREER DEVELOPMENT SERVICE CAN ASSIST YOU WITH:

- Developing skills and knowledge to plan and manage your career
- Making informed career decisions
- Mapping possible career paths relating to your choice of study
- Relating your interests, values and abilities to your career planning and decision-making
- Strategies, advice and resources for optimising your employability and getting a job
- Preparing for interviews and Assessment Centres
- Preparing your job applications, including writing a resume and a cover letter, addressing selection criteria and completing on-line application forms
- Understanding the graduate employment market
- Understanding the importance of ACU Graduate Attributes and employability skills in the world of work
- Understanding Australian workplace culture and employer expectations - this is especially important if you are an international student
- Gaining information on post-graduate program options or other undergraduate programs

ACU CAREERHUB

ACU CareerHub is an online information hub available to all current ACU students and graduates.

It enables you to make an appointment with a Career Adviser, search for all sorts of job opportunities, access career resources like fact sheets, resume samples, presentations, links, news and frequently asked questions (FAQs), access careers advice, and register for careers events and workshops. Log on to <https://acu.careerhub.com.au> to register

STUDENT JOBS ON CAMPUS

ACU can help you to achieve professionally as well as academically. If successful in gaining a position under the Student Jobs on Campus (SJC) program, you will have opportunities for paid, practical and professional work experience in a safe environment that understands your needs as a student. During 2015, SJC supported over 200 ACU students to obtain meaningful work on campus. SJC positions provide students with opportunities to: build core work skills, network as a professional and make you competitive in the wider labour market by boosting your resume and confidence levels. Our minimum hourly rate starts at \$31.63! Find out more at: <https://acu.careerhub.com.au>

(NOTE: For International students the maximum number of paid hours you are permitted to work during university study periods is 40 hours per fortnight.)



INFORMATION ON EMPLOYMENT FOR INTERNATIONAL STUDENTS

Most international students have the right to work in Australia. It is valuable to gain as much experience as you can in the Australian workplace. This will help you develop a broad range of employability skills and demonstrate to employers that you are motivated and willing to learn.

Find more information

https://students.acu.edu.au/office_of_student_success/career_development_service

Check your eligibility for employment

Your residency status will affect the type of work you can obtain. The Department of Immigration and Border Protection (DIBP) provides information on the conditions for working while studying:

www.border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders

How much can an international student work while studying?

The maximum numbers of hours you are permitted to work (paid or unpaid) during university study periods is 40 hours per fortnight, although this is subject to conditions and may vary depending on your residency status. Work that is a formal registered part of your course is not included in the limit of 40 hours per fortnight. If you are doing voluntary or unpaid work, it is included in the limit of 40 hours per fortnight.

Obtaining an Australian Tax File Number

Before starting work you will also need to obtain a Tax File Number (TFN). Find more information on TFNs and your Australian taxation responsibilities on the website of the Australian Taxation Office.

www.ato.gov.au

Know your workplace rights in Australia

Everyone who works in Australia has workplace rights and protections that must be observed by their employers by law. These rights and basic conditions will vary depending on your job and type of employment (e.g. casual or full-time), but relate to things like your pay-rate, maximum and minimum working hours, leave, and how you are treated at work.

It is very important that you know what your rights are at work. This brochure is a good place to start:

www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students

JOB CHANNELS

Newspapers and Magazines

Although not as extensive as they once were, many newspapers still include a 'classifieds' section with advertised positions. It's always worth checking any print publication you find for job advertisements, as they can be a great way to discover opportunities not advertised online, or ones that might not show up in your keyword searches but are suited to your skills, experience, or interests.

Directly with Employers

Many organisations include information about vacant positions on their own websites.

Regularly check organisations that are in your field of study/interest for new job advertisements.

You could also contact their Human Resource Department to find out where they advertise (e.g., Employment websites, recruitment agencies, etc), or just to register your interest and ask about any opportunities that may be coming up.

An increasing number of local multinational companies recruit international students to train here and then work in their home country offices. Check:

www.graduateopportunities.com.au

Online employment websites

www.adzuna.com.au
www.careerone.com.au
www.jobsearch.gov.au
www.seek.com.au
www.graduatecareers.com.au
www.apsjobs.gov.au
And of course, ACU CareerHub.

Recruitment agencies

To search for potential recruitment agencies, visit:

www.seek.com.au/Recruiter

Your personal network

By expanding your network, you multiply and increase your employment opportunities. Let everyone know you are seeking work. Some avenues for doing this are through Orientation Week, your new classmates, host families, flatmates, sports team-mates, the Student Association, ACU mates, Community Engagement, etc. Even a message to your friends on a social network can sometimes lead to a job opportunity! You can only find out by asking. Good luck!



"[ACU's Career Service] staff are always helpful and offer great career advice. I highly recommend all international students take advantage of all their support and facilities."

Dristi Hamal
MBA/MPA