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Work Placement Position

Settlement Services International Employment Services Internship

Settlement Services International (SSI) is a non-for-profit organisation that provides services in the areas of humanitarian settlement, accommodation, asylum seeker assistance, foster care, employment services and disability support in NSW. The internship program is held in the Employment Services Department in our Campsie Office, which is government contracted to provide approximately 8000 Centrelink-referred jobseekers assistance in obtaining employment

Subjects:	Session 1 (30) : BUS370 Session 2 (60) : BUS370 Session 3 (90) : BUS220
Specialisation:	Human Resources, Administration or Business Development Management
Location:	Campsie
Availability:	5 positions available

The successful candidate will participate in both a large scale project and a variety of tasks that assist the day-to-day activities of the office. The large scale project, which is negotiable, will involve developing and implementing new ways to increase the quality and quantity of job seeker applications; as well as improving our Knowledge Management Systems to capture this information. Day to day tasks include:



Further Info

1. Reception and administration work – to familiarise the intern with our clients, and internal policies, procedures and systems
 2. Case managing Job Seekers which involves helping them find jobs, developing and/or improving their resumes and cover letters, and coaching them in interview techniques and the overall recruitment process. Furthermore, this may include following up on job applications they have made.
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3. Assisting our Business Development Manager through cold-calling prospective employers to establish new employer contacts for future job opportunities (**optional**)
 4. Optional projects: all interns have the opportunity to work on larger projects that they or we suggest and are considered important for our employment services. This has included in the past: tender writing, improving knowledge management systems, and the writing of policy/procedure manuals for our organisation
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How to apply

Complete [Form F: Authority to Disclose Information](#), and email along with a covering letter, a copy of your academic transcript and resume to Sumit Sharma at ssharma@ssi.org.au – telephone: 02 9784 2409



Closing Date

Refer to: [Closing Date](#)
