# Stepping Into Internship Position Description

The Australian Network on Disability’s Stepping Into program is a paid internship scheme that matches talented university students with disability with roles in leading Australian businesses.

# Organisation Name:

# Enter your organisation.

**Organisation summary:**

Write a little bit about your organisation. Try to keep it to under 50 words.

For Example:

Willy Wonka’s Chocolate Factory is one of the worlds premier producers of delicious chocolates and treats. We are a multi award winning producer known for manufacturing sweets such as Wonka Bars and Everlasting Gobstoppers.

## **Position Title:**

## Keep the position title simple and clear to understand.

## **Location:**

## Enter the main location the intern will work at.

## **Mode of Work**:

## Enter whether: office, hybrid, or completely remote. We recommend interns be in the office at least some of the time where possible.

## **Position Duration:**

Please state the expected duration of the internship. All Stepping Into internships are a minimum of 152 hours (4 weeks full time or part-time equivalent) but can be longer. The Australian Network on Disability supports full-time or part-time and flexible work arrangements for internships and recommends a minimum of 3 days a week.

## **Position Overview:**

This should contain a brief overview of the role and team, as well as a clear task list so that students know what to expect from the role. You can also note any pathways or opportunities for career development that may be available to interns.

Please ensure that you use basic English and avoid acronyms or industry speak.

For example:

We are seeking a Recruitment Intern to support us during an exciting time of rapid growth and support our Talent Acquistion team in their journey to recruit the best chocolatiers in Australia!

The Recruitment Intern will report to the Recruitment Partner and will support with key tasks including:

* Drafting job adverts and posting job adverts on job boards
* Answering basic inquiries that come through email and escalating enquiries to senior leaders when necessary
* Complete pre-employment checks
* Create Letters of Offer for successful candidates
* Assist with onboarding process for new starters
* General recruitment administration tasks as required

Our Stepping Into interns experience an award-winning learning and development program. During placement Interns are connected with a mentor, have opportunity to shadow senior leaders and interactive training workshops. Once you complete our Stepping Into Internship, you will have the opportunity to submit an early application for our Graduate Program.

### **Desired skills and attributes:**

* Sound knowledge of recruitment/HR processes
* Strong attention to detail
* Proficiency in Microsoft applications
* Excellent communication skills
* Eagerness to learn about the world of recruitment
* Passionate about delivering a positive applicant experience
* Flexible thinker
* Can work well in a team as well as independently
* Ability to prioritise and meet deadlines

## **Ideal Degree/Discipline:**

## Enter degree or discipline (can enter more than one).

## **Eligibility Requirements:**

* Identify as having disability
* Education: please select from dropdown.
* Citizenship requirements: please select from dropdown.
* Security checks: Please note any security checks required ie police check, working with children check.

All Stepping Into internships are paid placements. The agreement is between the organisation and the intern. The employing organisation will pay the intern’s pro rata salary for the internship period (including superannuation) at a rate commensurate with the duties performed and abiding by Fair Work standards.