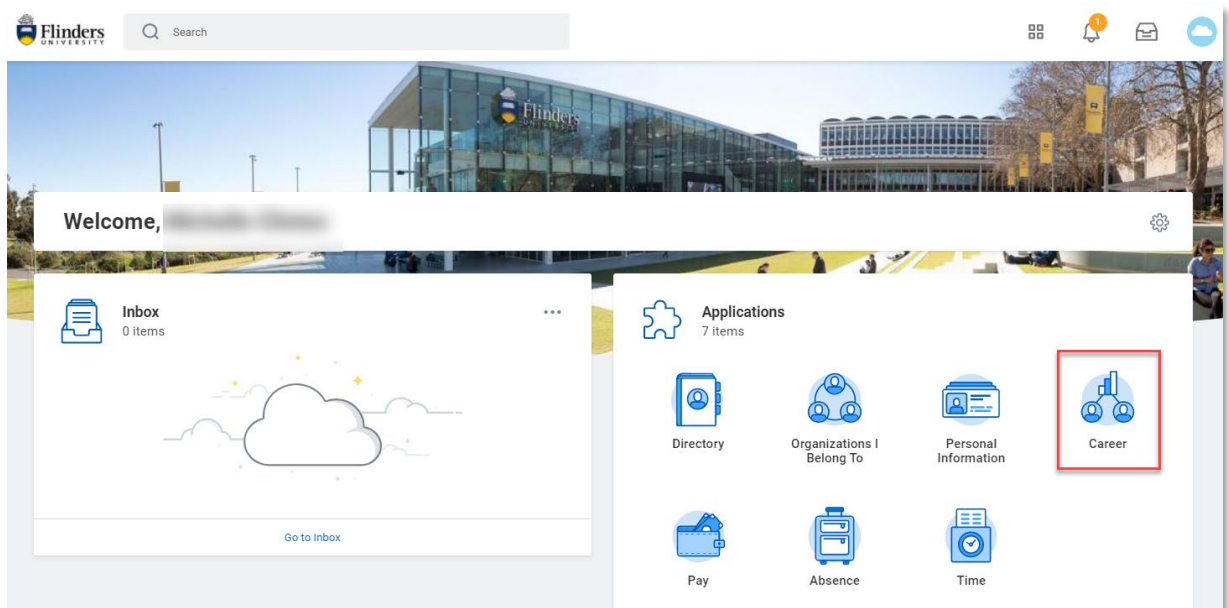
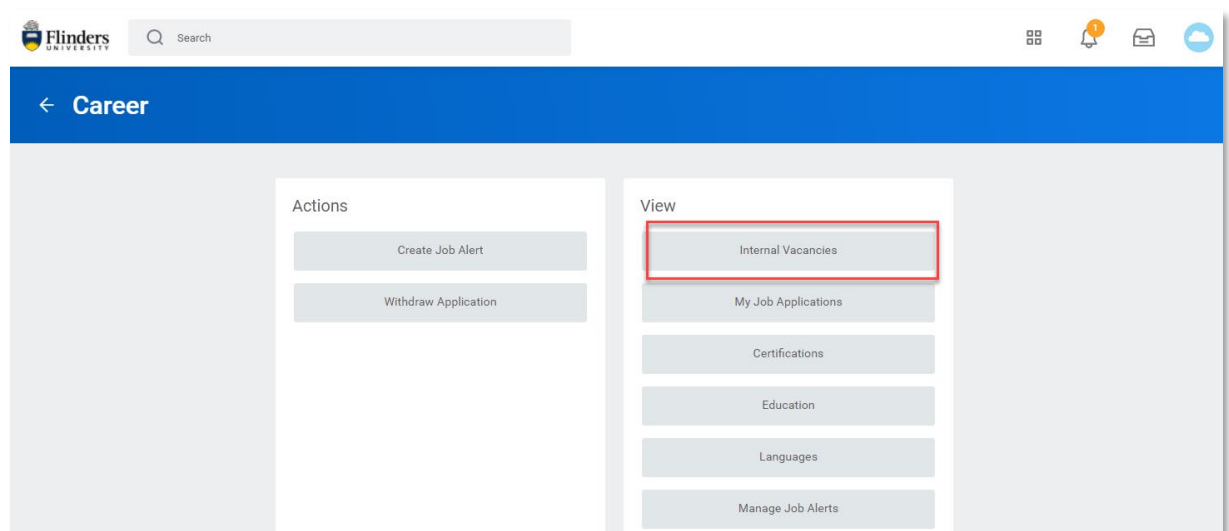


As an existing Flinders University employee, you can view and apply for internally advertised jobs via Workday.

1. In Workday, open the *Career* application



2. Select *Internal Vacancies*



A list of all the internal vacancies will appear.

Filter your search requirements through the options on the left of the screen

3. Select the vacancy name result to view the position information

4. Click *Apply*

View Job Posting Details

Rec Career Development Advisor Actions

Job Description

Internal vacancies are open to current Flinders University staff. If you are unsure of your eligibility please contact People and Culture on 8201 3666.

About the Role

Description Summary:
Career Development Advisor Job Description Summary

Additional Job Description:
Career Development Advisor Additional Job Description

Compensation Grade:
HEGSS (Professional)

Salary Range:
\$78,602 - \$83,806

Information For Applicants:

You are required to provide a suitability statement of no more than three pages, addressing the key capabilities of the position description. In addition, you are required to upload your CV. We are seeking to increase the diversity to improve equal opportunity outcomes for employees, and therefore we encourage female applicants, people with a disability and/or people from Aboriginal or Torres Strait Islander descent to apply. We reserve the right to progress or confirm applications received after the close date.

Please direct application enquiries to:

Apply Create Job Alert

Share in cr t f

Job Details

Job Requisition ID	R-000000208
Spotlight Job	Yes
Location	Bedford Park
Posting Date	02/05/2020 - 4 months ago
Job Family	Administration - Professional
Time Type	Full time
Job Type	Fixed Term (Fixed Term)
Supervisory Organization	Flinders E2E Test Sup Org (Homer Simpson)

Hiring Manager

Note: Example only, not real data

5. Complete all requirements in the Apply to job process

Apply to Job

Internal: Rec Career Development Advisor Actions

Eligibility for Internal Vacancies at Flinders
Please note that internal vacancies are only available to current Flinders University Employees including casual employees who have worked at the University in the six months prior to closing date of the position and are employed during the period the vacancy is advertised.
Please note that a reference may be sought from your current Manager before an offer of employment can be made.

Application Requirements
You are required to provide a brief overview of **no more than three pages** describing how you meet the Key Position Responsibilities and Key Position Capabilities of this position through your current or recent experience. This document and your CV should be uploaded with this application form. You are able to save an incomplete application, then return to adjust your documents until the application closing date/time.

Job History
none entered

Education
none entered

Certifications
none entered

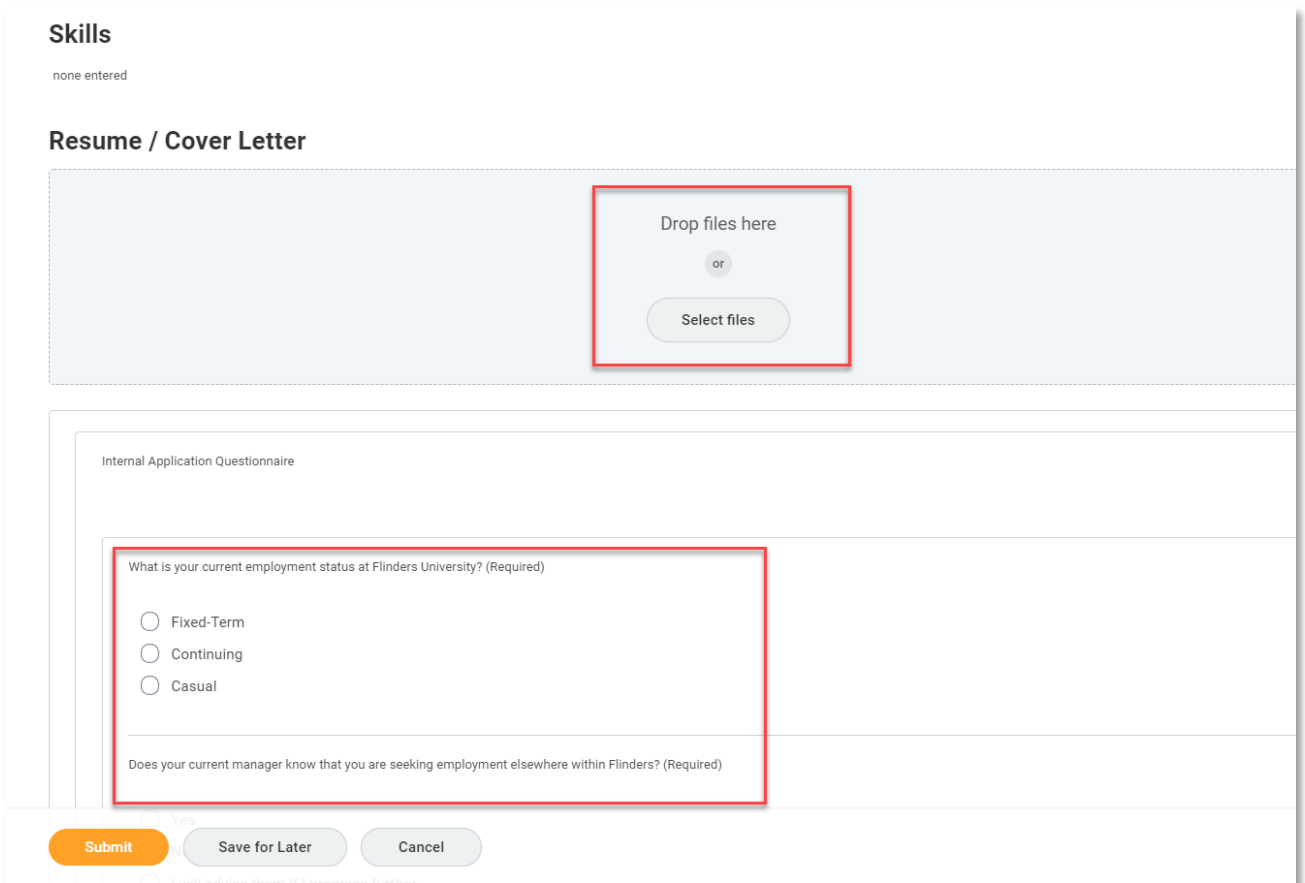
Languages
English Native Language Spoken At Home

Need to make changes?
Go to your profile

Submit Save for Later Cancel

Note: Example only, not real data

- Continued from previous page, ensure you upload your Resume/Cover letter and answer the required questions.



Skills
none entered

Resume / Cover Letter

Drop files here
or
Select files

Internal Application Questionnaire

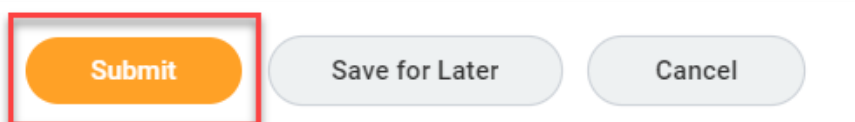
What is your current employment status at Flinders University? (Required)

- Fixed-Term
- Continuing
- Casual

Does your current manager know that you are seeking employment elsewhere within Flinders? (Required)

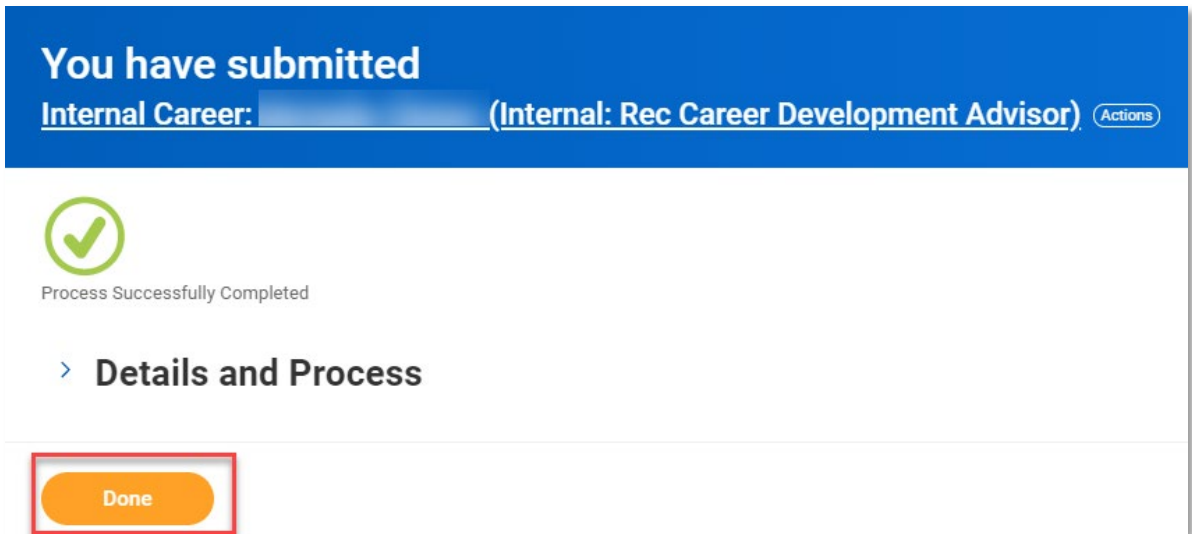
Submit Save for Later Cancel

- Once all required and/or any additional information/comments have been entered, click *Submit*.



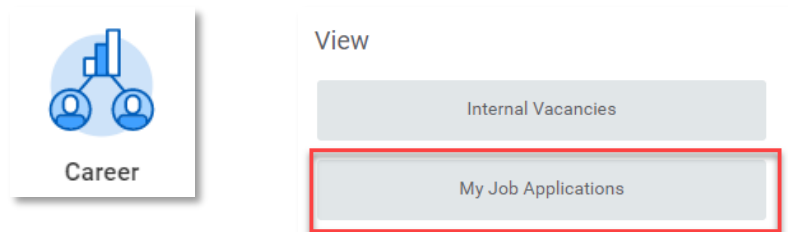
Submit Save for Later Cancel

7. The You have submitted screen will appear. Click *Done*.



This ends the application process for an internal vacancy.

To check your application progression and check which vacancies you have applied for – open the *Career* application on the Workday homepage and *My Job Applications*



To withdraw your application, open the *Career* application on the Workday homepage and select *Withdraw Application*

