



University Placements Operations Manager

Antipodeans is Australia and NZ's most experienced and much-loved educational travel company. Students and lecturers travel as team on extraordinary 2 - 4 week university placements to amazing countries all over the globe, (with an emphasis on Asia). Our Operations team are extremely experienced, very professional, dynamic, lots of fun and, above all, committed to providing placements that develop real life skills.

www.antipodeans.com.au

Title

- Operations Manager

Role

- Managing the operations of all aspects of overseas university placements from multiple institutions including risk management, pre-departure preparation, in-country logistics, in-country costs, itineraries and communications.

Job Description

- Build and maintain a portfolio of Universities to manage and retain.
- Manage, prepare and support students and lecturers pre-departure and whilst overseas.
- Prepare itineraries, budgets and risk assessments for each team.
- Liaise with lecturers, students, in-country providers to ensure a high quality experience for all.

Desired Experience

- Youth development, student travel, university practical placements, teaching university students.
- Managing, supervising and coordinating groups on adventurous journeys/community development activities overseas or in Australia.
- Experience of back packer style travel or living and working in developing countries – particularly Asia.
- Coordinating, working or volunteering in community development and charity organisations in Australia or overseas.

Candidate

- University educated.
- Extremely dynamic, professional and flexible approach.
- Highly organised with an exceptional eye for detail.
- Great relationship management skills.
- Passionate about student development and travel.
- Willingness to travel interstate and overseas with occasional evening and weekend work.

Responsibilities – with Antipodeans

- Preparation of budgets, itineraries and logistics for teams travelling overseas.
- Liaising with overseas providers re; university placements and travel logistics.
- Preparation of trip specific risk assessments and documentation for each team.
- Some overseas and interstate travel.

Responsibilities – with universities

- Retention and development of university accounts.
- Planning and co-ordination of lecturer supervised student based university placements.
- Liaising with lecturers and students through phone calls, emails and face-to-face meetings.
- Working with lecturers re: itineraries and logistics preparation and management.
- Facilitation and delivery of lecturer and student meetings.
- Maintaining quality control of the student and lecturers experience.

Based in Sydney (although Melbourne will be considered)

Remuneration Package - \$60k to \$70k per annum, (plus bonus), dependent on experience.
Annual leave – 5 weeks per annum

Application: via email, please attach two documents: **a one-page cover letter** and **your CV/resume**.

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