



**MONASH** College Pty Ltd

A Monash University company

## Homestay Coordinator

Monash College Pty Ltd is a wholly owned company of Monash University. Established in 1994, our business provides educational services in strategic partnership with Monash University.

### **This Position:**

We are seeking a Homestay Coordinator to join the Homestay Accommodation Services team. This role is part of a team which is responsible for all activities involved in the successful placement of international students to Homestay families in Australia. The coordinator works closely with the Study Groups and student support service teams to ensure that students are satisfied with their placement.

You will be responsible for successfully matching students with homestay hosts based on the assessment of their respective preferences. You will also be responsible for mediating between hosts and students when one or both parties raise issues regarding the homestay placement. There will be various out of hours duties during peak placement times and some travel between Monash campuses which may require use of your own car.

### **To be considered, you will possess:**

- Demonstrated knowledge of modern and successful approaches to Homestay services delivery
- Strong analytical, problem solving and counselling skills
- Demonstrated organisational skills and time management ability
- Demonstrated ability to work with a team approach

### **The ideal applicant will demonstrate:**

- Working experience in the sourcing and relationship management of suitable Homestay families
- Experience working with and understanding different cultures
- Conversational level of Korean or Japanese is highly desirable

**Base salary:** \$53,025 depending upon skills & experience plus 17% superannuation

**Location:** Clayton - occasional travel to other campuses

**Enquiries:** Molly Bonnefin – Homestay Manager, (03) 9905 5557

**Applications:** To obtain a copy of the position description and apply go to -

[www.monash.edu.au/mcpl/ads/](http://www.monash.edu.au/mcpl/ads/)

**Applications Close:** 11 November 2009

*Appointment to this position is subject to Working With Children Check*