

11-19-2013

## Careers in Research and Volunteering

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'Presented at the ECU Research Week 2013, 16th to 20th September 2013'

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<https://ro.ecu.edu.au/creswk/59>



# **Careers in Research and Volunteering**

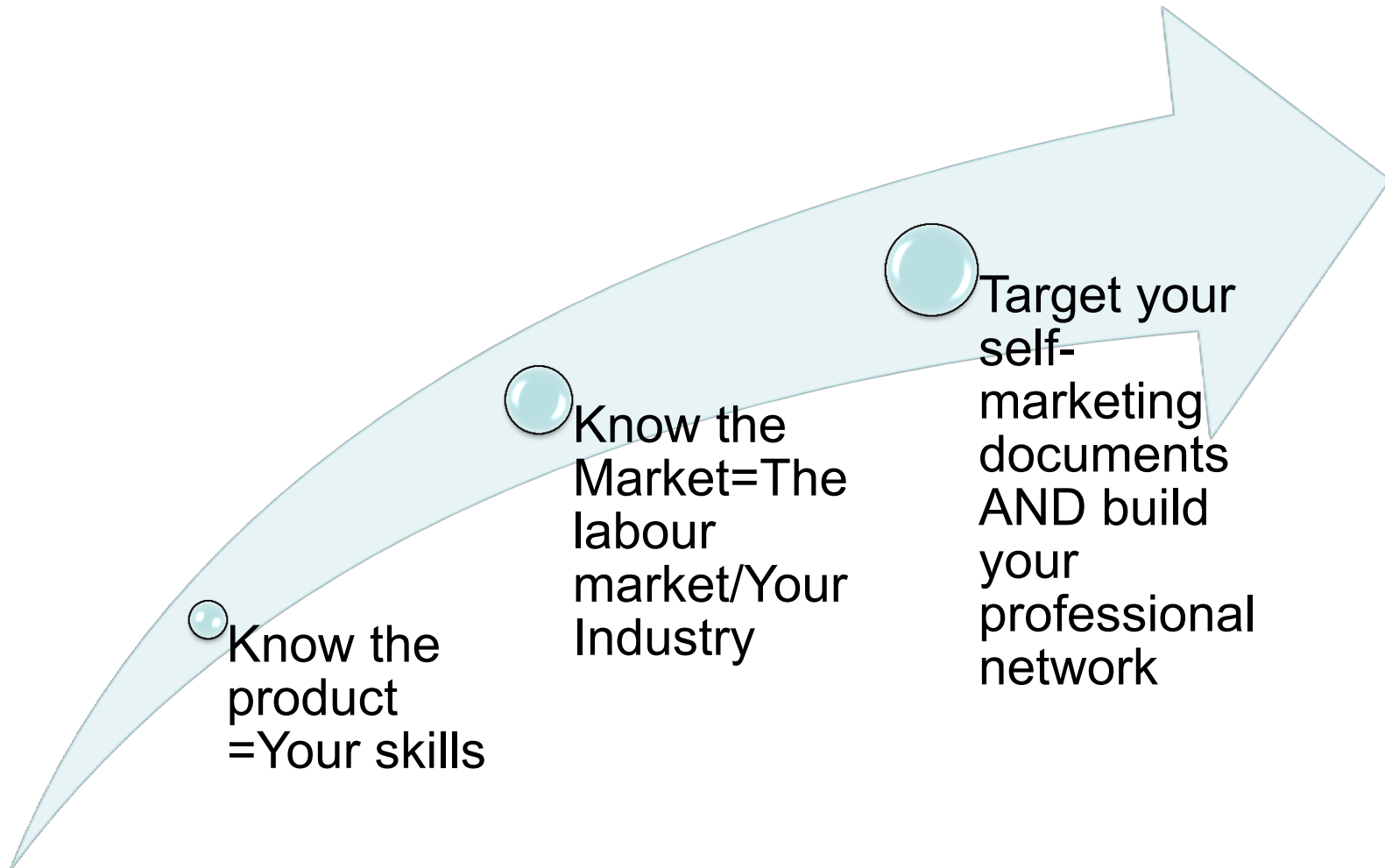
Presentation by:

**Edith Cowan University**

**Careers and Leadership Services**



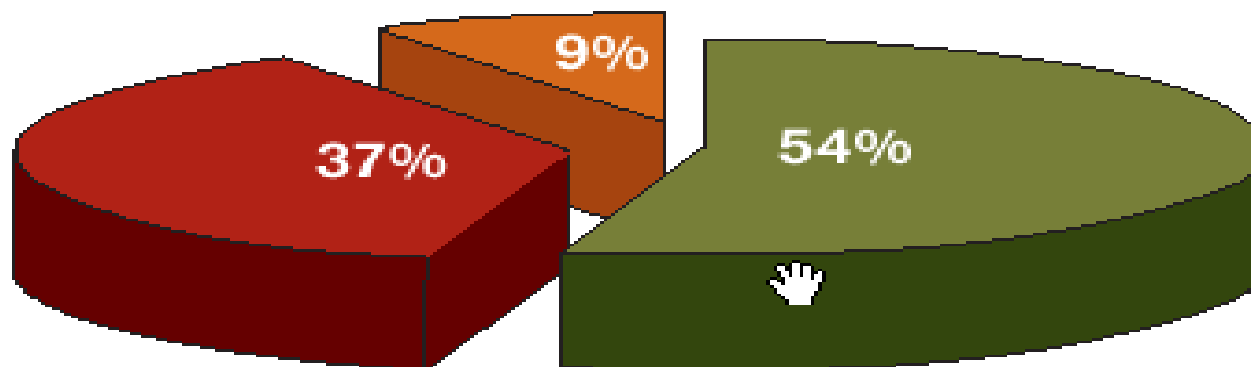
# How to find the good jobs: the self-marketing process





# Hirer Research says

## Most Important When Hiring New Staff



- Competence (technical and non-technical skills)
- Fit (cultural and motivational fit)
- Potential (ability to progress further within the organisation)



What do you know about YOU?

## Know your product!

### Planning your Career

- **What kind of job do you want?**

### Self awareness

- **What are your skills and abilities?**



**What are skills and what sorts of different types are there?**

***Technical skills***

***Personal skills***

***Employability Skills***



## Technical skills

**Technical skills** are the specialised skills and knowledge required to perform specific duties, sometimes referred to as ‘work skills’.

- *Proficient in computer skills including Microsoft office and publisher.*
- *Knowledgeable in program design, development, evaluation and educational media.*



# Personal skills

**Personal skills** are the individual attributes you have such as personality and work habits. These often describe what you are like and how you would naturally go about doing things.

Personal skills will often be related to how you fit into ‘the team’ or the ‘culture of the workplace’.

*For example:*

- *Committed to social justice and achieving equity, fairness, appreciation and respect for cultural diversity.*
- *Passionate about the education sector with a strong commitment to caring for others demonstrated through consideration, understanding, sympathy and kindness.*





## Employability skills

**Employability Skills** are skills that apply across a variety of jobs and life contexts. They are sometimes referred to as key skills, core skills, life skills, essential skills, key competencies, necessary skills, and transferable skills. Industry's preferred term is Employability Skills.

Employability skills are defined as “skills” required not only to gain employment, but also to progress within an enterprise so as to achieve one’s potential and contribute successfully to enterprise strategic directions.

*For example:*

- *High ability to function independently and deliver programs as part of a multidisciplinary team.*
- *Effective organisational, time management and well developed problem solving skills.*



## Research skills

- Critical Thinking
- Problem solving
- Creativity
- Oral Communication
- Written Communication
- Initiative
- Data and evidence analysis skills work at the frontiers of their discipline
- Up-to-date substantive and methodological knowledge /skills
- Ability to contribute to scholarship research



# Your Research Skills

## Example

**FACULTY OF EDUCATION & ARTS**

**SCHOOL OF EDUCATION**

**Full Unit Outline - August 2012**

## LEARNING OUTCOMES

On completion of this unit students should be able to:

- **undertake independent inquiry**;
- **analyse and reflect on contemporary issues in educational practice and/or educational research**;
- **analyse presentations and readings related to the selected topics**;
- **prepare papers/presentations that illustrate active reflection, a consideration of related literature and/or an identifiable position or issue statement in relation to a selected topic**; and
- **consider and communicate the implications of selected topics or investigations for educational practice.**

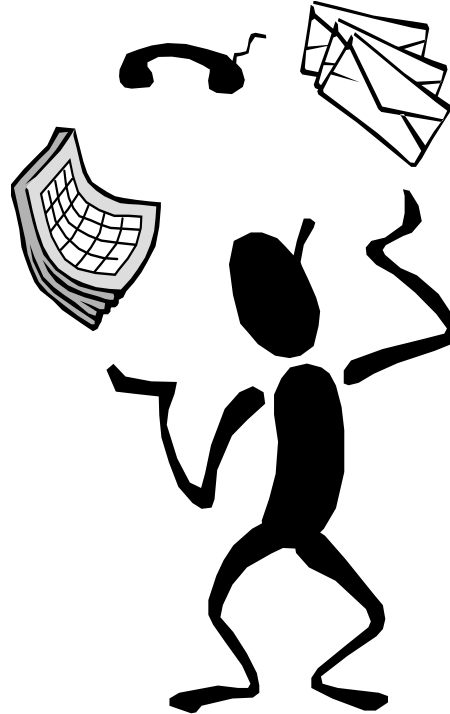


# Employability Skills

## Employability skills:

### Skills

- Communication
- Teamwork
- Problem Solving
- Self Management
- Planning & Organising
- Technology
- Learning
- Initiative & Enterprise
- Critical, analytical
- Writing organising ideas
- Creativity
- Decision making skills



### Attributes

- Loyalty
- Commitment
- Honesty & Integrity
- Enthusiasm
- Reliability
- Personal Presentation
- Commonsense
- Positive Self Esteem
- A sense of humour
- A balanced attitude to work & home life
- Ability to deal with pressure
- Motivation
- Adaptability
- Self-understanding
- Cross-cultural awareness
- Creative capacities



What do you know about the labour market and YOUR industry?

## **Research the Labour market**

[www.joboutlook.gov.au](http://www.joboutlook.gov.au)– skill shortages and occupational info

[www.myfuture.edu.au](http://www.myfuture.edu.au)–career and occupation site

[www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)-occupation research

[www.graduatecareers.com.au](http://www.graduatecareers.com.au)

[www.deewr.gov.au/Employment/ResearchStatistics/Pages/AustralianJobs.aspx](http://www.deewr.gov.au/Employment/ResearchStatistics/Pages/AustralianJobs.aspx)-2011 info

[www.skillsinfo.gov.au/industry](http://www.skillsinfo.gov.au/industry)-information

[www.lmip.gov.au](http://www.lmip.gov.au) - labour market information portal

–Information sheets on Career Hub –see “Labour Market Info/Skills Shortage”



What do you know about the labour market and YOUR industry?

## Research YOUR industry

Employer Websites-Advertised positions –what do employers want?

Professional associations –see [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au) and [www.graduateopportunities.com](http://www.graduateopportunities.com) *Google search or ask your lecturer*

Career and occupation information websites:

[www.myfuture.edu.au](http://www.myfuture.edu.au)– for career and occupation information



What do you know about the labour market and YOUR industry?

## **Research Graduate Websites:**

[www.gradconnection.com.au](http://www.gradconnection.com.au)

[www.immi.nga.net.au](http://www.immi.nga.net.au)

[www.graduateopportunities.com](http://www.graduateopportunities.com)

[www.graduatecareers.com.au](http://www.graduatecareers.com.au)

[www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

[www.unigrad.com](http://www.unigrad.com)

[www.deewr.gov.au](http://www.deewr.gov.au)

<http://www.aageconference.com.au/>



What do you know about the labour market and YOUR industry?

## **Employment websites:**

[http://www.unijobs.com.au/jobs\\_in\\_perth.php](http://www.unijobs.com.au/jobs_in_perth.php)

<http://www.wjobs.com.au/>

<http://www.jobs.wa.gov.au/>

<http://www.applydirect.com.au/jobs>

<http://www.seek.com.au/jobsearch/>

<http://www.jobsearch.gov.au>





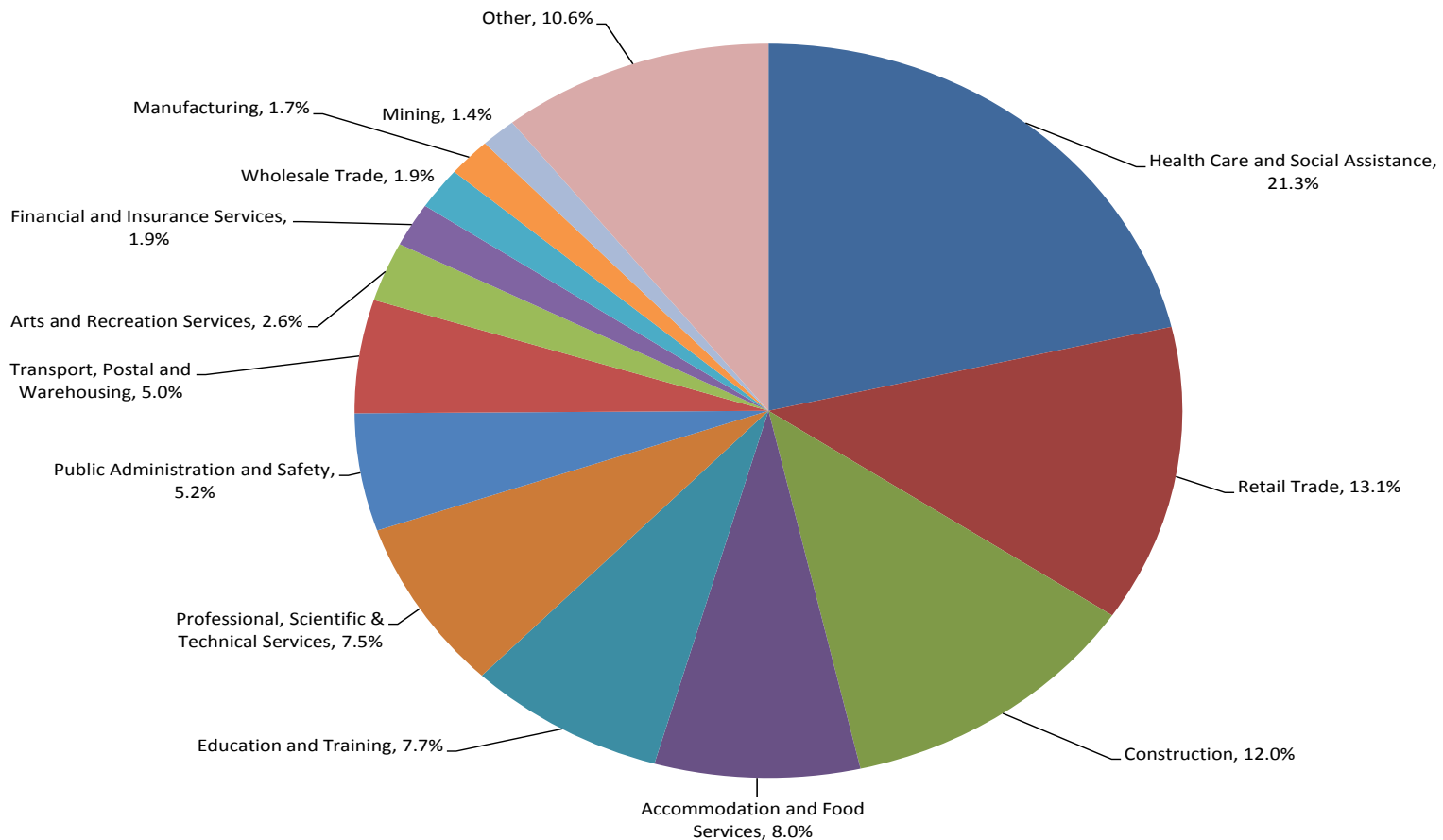
## INDUSTRY EMPLOYMENT PROJECTIONS

- Employment is projected to grow in 18 of the 19 broad ANZSIC industries over the next five years, with ***Agriculture , Forestry and Fishing*** the only industry projected to record a ***decline*** in employment.
- The industries projected to grow most strongly in percentage terms over the next five years are:
  - Health Care and Social Assistance (13.0 per cent),***
  - Construction (10.1 per cent),***
  - Arts and Recreation Services (10.0 per cent)***
  - Retail Trade (8.9 per cent).***
- The strong projected growth in the relatively small industry of Arts and Recreation is primarily driven by the Sports and Physical Recreation Activities sector, which has grown strongly in recent years.
- <http://lmip.gov.au/default.aspx?LMIP/EmploymentProjections>



## INDUSTRY EMPLOYMENT PROJECTIONS

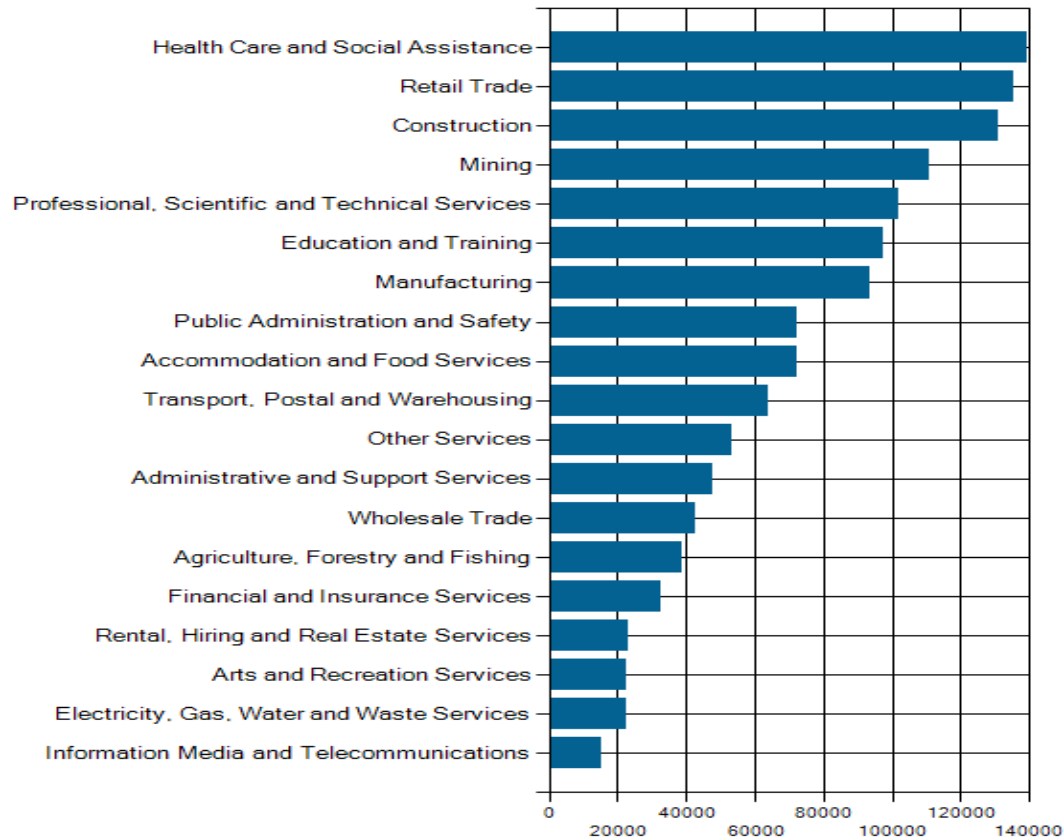
<http://lmip.gov.au/default.aspx?LMIP/EmploymentProjections>





## Western Australia Employment Ranked by Industry May 2013

[http://lmip.gov.au/default.aspx?LMIP/LFR/WA\\_LFR\\_Industry\\_Total\\_Ranked](http://lmip.gov.au/default.aspx?LMIP/LFR/WA_LFR_Industry_Total_Ranked)





# Future Employment

- **Healthcare and Social Assistance**

Future employment needs are expected to be in occupations which enable and support the demand for new and improved services. In addition, those occupations which enable technological changes and support the continuing growth in demand for child care services.

Demand is likely to be focused on health and therapy professionals, registered / enrolled nurses and welfare or aged care support workers

- **Retail**

Growth is expected across most retailing sectors, particularly online sales businesses and development of in-store marketing strategies using smart devices and interactive technologies



# Future Employment

- **Construction**

Future employment needs expected to be in the robust resources and residential sector. Occupations in demand are likely to be project management and operations management focused

- **Arts and Recreation Services**

Particular focus is on the sports and recreation services focusing on community engagement, sports coaching

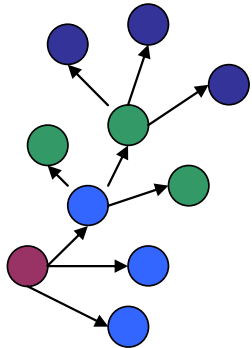
[www.dtwd.wa.gov.au](http://www.dtwd.wa.gov.au) / [www.awpa.gov.au](http://www.awpa.gov.au) / DEEWR 2013 Employment Projections



# Where are the jobs?

## Hidden job market - 'Networking'

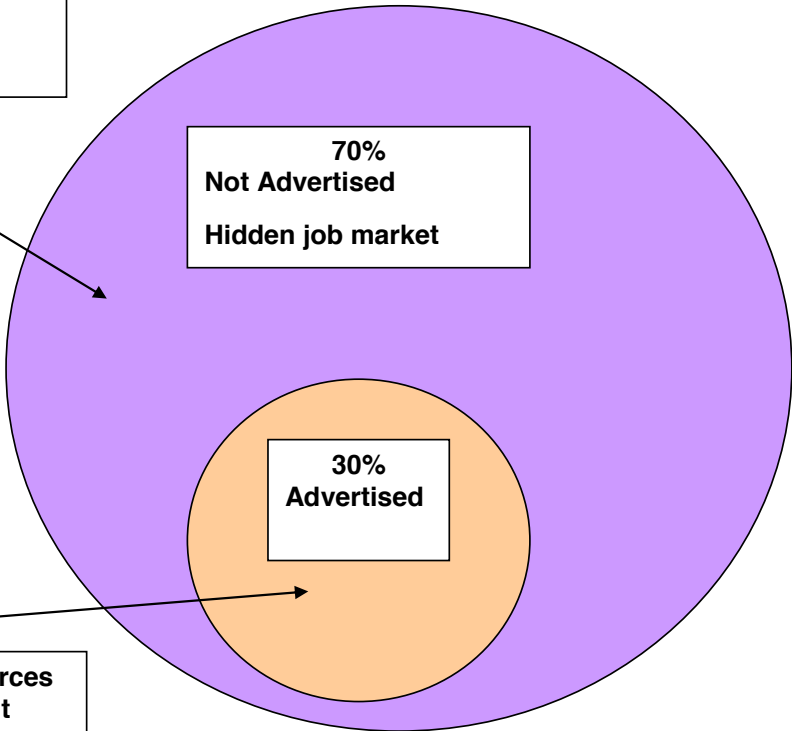
- Friends and family
- Neighbours
- Fellow students
- Community groups
- Hobby groups
- Professional Associations



What skills and experience do people in this job or industry prefer?  
Use your current network to find people in this industry.  
Who knows me in this industry??

Managers  
Supervisors  
Workers

Human Resources  
Department



## Advertised job market

- Human Resources
- Recruitment agencies
- Newspapers
- Internet – such as Seek and Career one
- Sending out Resumes – Cold canvassing

(Note: Advertised positions often ask for 5 yrs 'local' experience and qualifications. Reality may be different)



# Accessing the Hidden Job Market

- Who do you know?
  - Fellow students, lecturers
  - Friends, Family, Neighbours
  - Clubs & groups
  - Facebook/Linkedin.com
- Who do they know?
  - People in that job?
  - Managers in that industry?
- Who knows you?





# Accessing the Hidden Job Market

- Networking mindset
- Market research
  - Skills, experience & qualifications valued?
- Find ways to be useful to people
  - Volunteer for your professional association







# Secrets of Self Marketing

- Know your product
  - What are the skills and abilities you want to get paid for?
  - What do you do well?
- Know your market
  - Who actually makes the decision to hire a person?
  - Who may influence this decision?
  - What are their business needs?





# Stepping stones to a full time job

**Volunteer  
work**

**Internships  
cadetships**

**Vacation  
Work  
Graduate  
Programs**

**Full-Time  
Part-Time**



# Work Experience

- **Increases your employability**
  - 65% of employers consider volunteering and work experience the same as paid work
  - Allows you to test industry and organisational fit
  - Develops skills and knowledge to enhance further job applications
  - Good idea to undertake work experience whilst you are studying / in the university breaks
  - Opportunity to create vital network contacts

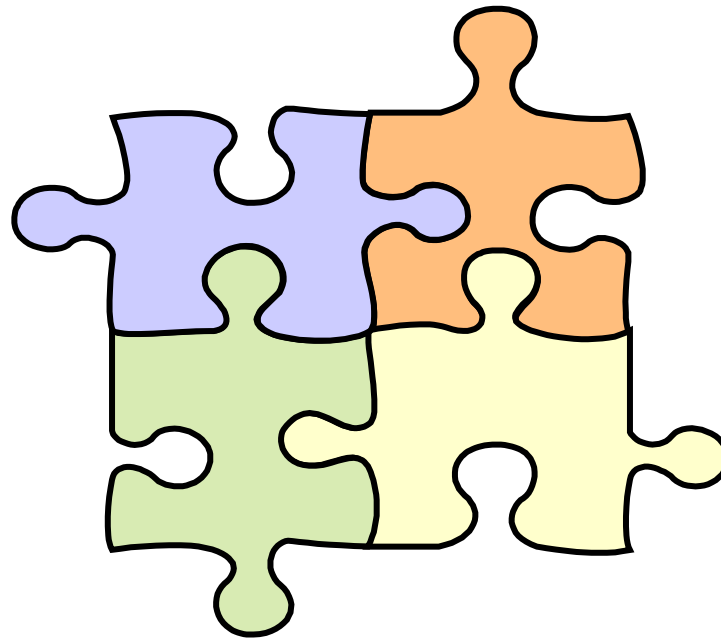


# The Self-Marketing Process

*REMEMBER our Workshops!*

“The Product”= YOU and your Portfolio

Résumé/Cover  
Letter



Networking

Selection  
Criteria

Interview skills

The Pitch



# Recording Activities

- Keep copies of all job adverts & applications
  - Include date submitted, feedback received, location, company contact details etc
- If an employer contacts you unexpectedly you will have the information at hand
- Allows for tracking of your applications and easier follow up
- Keep note of all your networking contacts: contact details, organisation, information gathered, other contacts within organisation



# Volunteering

- Research Briefing Paper 100 – TSRC – does volunteering improve employability

Volunteering has been found to help with maintaining and developing “hard” skills, and with ‘soft’ skills. It may help develop ‘work attitudes’ and behaviours, and increase confidence and self esteem. Claims are also made for the role of volunteering in building social capital, which in turn has employability benefits.



# Types of Volunteering

**Formal** – ongoing defined role for a non-profit organisation.

**Non-Formal** – Community members come together around a shared interest. Hobby groups, illness related self help groups, unfunded neighbourhood groups.

**Project** – occurs when volunteers work for a non-profit organisation to achieve specific outcomes. Part of a project team.

**Social Action** – people come together around a shared interest. Environmental groups, community action groups.

**Governance** – volunteers on boards and management committees work.



# Recording Activities

e-Portfolio – Pebble Pad to Record hours

The screenshot shows the VolunteerHub website interface. The main content area features a 'Welcome to Edith Cowan University VolunteerHub' section with a description of volunteering opportunities and contact information for Careers and Leadership Services. The left sidebar contains links for 'Volunteer Opportunities', 'Volunteering Organisations', and 'All Opportunities'. The right sidebar includes 'Key Dates', 'Events', 'Recent Posts', 'My ECU ePortfolio', and 'My ECU Blackboard'. A red arrow points to the 'My ECU ePortfolio' link, which is described as 'Manage your e-Portfolio, click here'.





# What's On?

## **Workshops**

- Resume and cover Letter Creation
- Networking Know-how
- How to do a great interview
- Selection Criteria
- Student Volunteer Induction Workshops
- Peer Mentoring

## **Information sheets**

**See Career Resources section on Career Hub via**

**[www.ecu.edu.au/careers](http://www.ecu.edu.au/careers)**



# ECU Careers Get Connected



## Quick Jobs

View All Jobs On ECU CareerHub

## My Profile

- My Details
- My Education
- My Experiences
- My Skills List
- My Career Goals

## My Documents

Create My Resume

## My CareerHub

- My Preferences
- My Saved Searches
- My Favourites
- My Event Bookings
- My Forms
- My Questions

## Appointments

- View Available Appointments
- My Appointments Bookings
- My Consultation Notes

## JOB SEARCH

## Appointments

**Stay notified!**  
ECU CareerHub can remind you of your upcoming appointment and event bookings via SMS. Head to your [Details page](#) and ensure you've provided a valid mobile number, and checked that you want to receive SMS notifications from us.

**Appointments**

Topic  
All

campus  
All

Week Starting  
06-Jun-2011

[Prev Week](#) [Next Week](#)

- Monday**
- General Appointment from 10:00 AM - 10:45 AM**  
at: South West - Bunbury 1.120 Careers Office, your appointment is with CAZ [book appointment >](#)
- General Appointment from 1:00 PM - 1:45 PM**  
at: South West - Bunbury 1.120 Careers Office, your appointment is with CAZ [book appointment >](#)
- General Appointment from 1:30 PM - 2:15 PM (booked)**  
at: Joondalup - JO Bldg 18, Lvl 1 - Please take a seat at DESK 14 (no need to take ticket) Your appointment is with KIRSTY.
- General Appointment from 2:30 PM - 3:15 PM (booked)**  
at: Joondalup - JO Bldg 18, Lvl 1 - Please take a seat at DESK 14 (no need to take ticket) Your appointment is with KIRSTY.

## Recently Added Jobs

- Tutor of English/Maths  
(new)  
Added: 30-May-2011 (Yesterday)  
Expires: 17-Jun-2011 Friday
  - Finance and Accounting Opportunities in Singapore  
(new)  
Added: 30-May-2011 (Yesterday)  
Expires: 30-Jun-2011 Thursday
  - Professional Services Opportunities in Singapore  
(new)  
Added: 30-May-2011 (Yesterday)  
Expires: 30-Jun-2011 Thursday
  - Entry Level Professional Program  
(new)  
Added: 30-May-2011 (Yesterday)  
Expires: 30-Jun-2011 Thursday
  - Macquarie Group 2011/2012 Summer vacation program (Sydney & Perth office)  
(new)  
Added: 30-May-2011 (Yesterday)  
Expires: 5-Aug-2011 Friday
- [View all recently added jobs](#)

## Career Resources

- [Browse Jobs](#)
- [Browse News](#)
- [Browse Events](#)
- [Browse Information Sheets](#)
- [Browse Websites](#)
- [Browse FAQs](#)



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- [View Available Appointments](#)
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## JOB SEARCH

## Information Sheets

[Information Sheets](#) ▾ [Category :](#)

### Your Career and You

[8 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Finding Work

[12 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Volunteer and Work Experience

[4 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Networking

[5 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Resume Writing

[9 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Interview Skills

[10 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Selection Criteria

[8 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Faculty/School/Industry Specific

[11 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

### Labour Market Info/Skills Shortage

[5 Information Sheets](#) ▾ [view all](#) ▾ [filter by school](#)

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# How to contact us

Website: [www.ecu.edu.au/careers](http://www.ecu.edu.au/careers)

Email: [careers@ecu.edu.au](mailto:careers@ecu.edu.au)

Phone: 6304 5899

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