

University of South Australia



**Information Strategy and Technology Services  
(ISTS)**

**Graduate Program**

**2010**

## **Introduction**

ISTS is committed to providing opportunities to UniSA students and consequently initiated its Graduate Program in 2006 by offering employment to two UniSA graduates, a further three in 2007, one in 2008, three in 2009 followed by another one earlier this year.

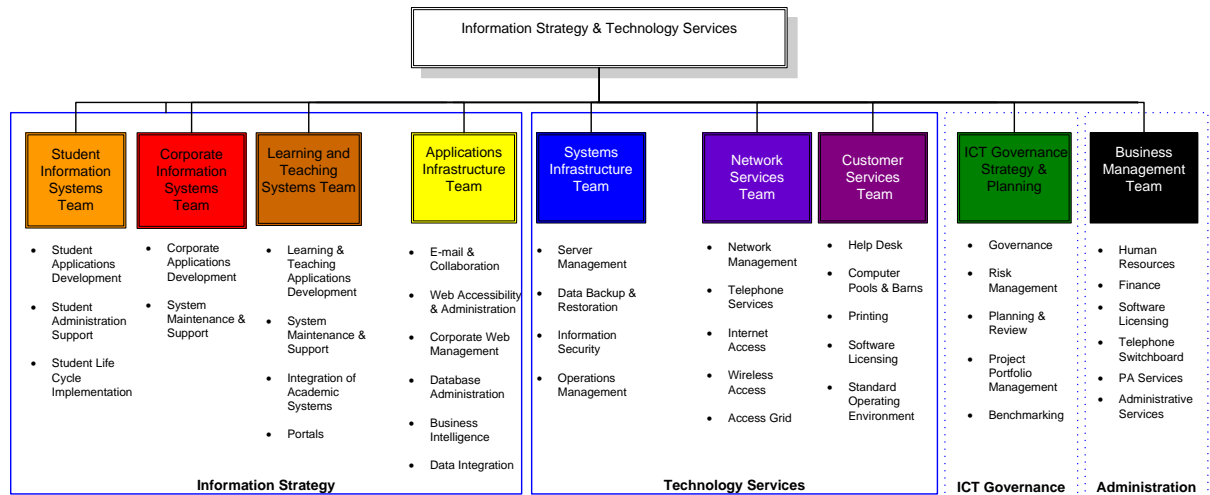
We are now seeking applications from UniSA students to commence in our Graduate Program in 2010. Graduates with excellent academic records in the area of Information Technology will be offered a fixed term contract for two years.



## **Who are we?**

ISTS staff perform development and support work relating to corporate systems using a variety of technologies such as .NET, PeopleSoft and Oracle. They develop leading edge web applications and integrate data for presentation via sophisticated portals and reporting systems. They are responsible for the management of core information technology services such as data networks and telephone systems and the development and implementation of appropriate information systems security and disaster recovery plans.

ISTS is comprised of the Information Strategy Team (Corporate Information Systems, Student Information Systems, Learning and Teaching Systems and Applications Infrastructure), Technology Services (Customer Services, Systems Infrastructure and Network Services), the Business Management team who provide Financial, Human Resources and other Administrative services to the Unit and IT Governance Project Services who provide a IT Project Management Service across the University.



## What will I be doing?

The Graduates will be based in one of the 4 teams in **Information Strategy** as they develop skills and new opportunities as exciting projects evolve. There may be opportunities to rotate between teams. The positions are based at Mawson Lakes.

### Corporate Information Systems:

The Corporate Information Systems team performs development and support work relating to corporate systems in areas including Human Resources, Finance and Student Administration, using a variety of technologies such as .NET, Oracle and SQL Server.

### Student Information Systems:

The Student Information Systems team has responsibility for the support and development of student administration systems such as PeopleSoft Campus Solutions, MyEnrolment, Scholarships etc.

### Applications Infrastructure:

The Applications Infrastructure Team has a predominant focus on web, database, business intelligence and email administration.

### Learning and Teaching Systems:

The Learning and Teaching Systems Team designs, develops and maintains the University's learning systems and portals. Aspects of the learning and teaching systems include content delivery, assignment submission systems, discussion boards and wikis.

## Current Graduates

Our first two Graduates commenced in 2006. The program is now in its fifth year with six graduates having successfully moved into continuing positions in their specific areas of interest at ISTS. We currently have four graduates, three who commenced in 2009 and another earlier this year.

*“Fresh from graduating with little industry experience, UniSA welcomed me into what I would describe as a beginning of a life long journey in career development and challenges. Being able to gain confidence in applying skills acquired over university studies has been one of the most rewarding factors in working at UniSA. I was very fortunate to have a good mentor and have learnt a lot from the senior software developers. The ISTS graduate program has helped me take my first step into the IT Industry and could do the same for you!”* **Poh Duong**

*“My time spent working at the university has been a great learning experience. The team I’m working in are very supportive and friendly, and although my job is maintaining applications infrastructure (such as email and web) I also get to branch out and review different technologies as part of project related work. There have been many additional perks which I had not expected; including qualified training which helps me both in my current position and career development. The wellness program is just one of the ways that the University shows that they care about the well being of their employees. It’s a really good feeling to come in and work in a friendly environment with others who enjoy their work and share their experience and expertise. Compared to other working environments working here at the University within ISTS has been highly enjoyable, and even though there have been challenges I feel that my time spent here so far has helped open my eyes to how a work environment should be”.*  
**Marius Costea**

*“Since commencing in the ISTS Graduate Program in July, I have attended several training courses, worked with great staff and been part of major ISTS projects. The most rewarding part is knowing that you are developing your skills and at the same time helping others. I believe the ISTS graduate program offers the foundation for graduates to further develop the skills learnt in the lecture theatre and offers a great place to start off your IT career.”* **Nick Holt**

*“Every day in the UniSA ISTS Graduate Program, I get to work closely with friendly, experienced developers and further develop all the skills I acquired at University. I regularly participate in industry-recognised training courses and have learnt how to become a productive Information Technologist, but my greatest satisfaction is knowing that my work in software development and maintenance is making someone’s day a little smoother. What can you contribute? Apply now and find out!”* **James Moyon** (now appointed into a continuing position with ISTS)

## What skills do I need?

1. Relevant UniSA tertiary qualification recently completed or with an expected completion by mid 2010. *\*\*Applications will only be considered from those with UniSA qualifications*
2. Demonstrated ability to quickly become a productive member of a cross-functional team.
3. Demonstrated written, verbal and interpersonal skills to enable effective communication and interaction with other people at appropriate levels of an organisation.
4. Understanding of, and commitment to, a high level of customer service.
5. Understanding of software development and life cycle.
6. Demonstrated understanding of relational databases
7. Demonstrated understanding of project development methodologies and quality procedures.

Further information can be found in the Position Description at the end of this brochure.

## How will I be supported?

Support will be provided to the Graduates through a variety of methods:

- Induction
- Managers
- Colleagues
- Previous Graduates
- Formal and informal training

## Why choose UniSA?

Working for UniSA has many advantages:

- Career development opportunities
- Competitive salary
- Flexible working arrangements
- Generous leave provisions and superannuation
- Opportunity for further training and development

## Recruitment process

### How do I apply?

Please apply via [Vacancies at UniSA](http://www.unisa.edu.au/workingatunisa/default.asp) ([www.unisa.edu.au/workingatunisa/default.asp](http://www.unisa.edu.au/workingatunisa/default.asp))

If you experience difficulties lodging your application only, please contact the E-recruitment support team on (08) 8302 1700.

Please follow the online instructions for the position. Within the online application form you will be able to:

- attach your curriculum vitae (resume) and
- a letter outlining why you believe you are suitable for the position and
- your academic transcript.

### Am I eligible to apply?

You must have Australian Citizenship or hold an appropriate visa to cover the two year contract.

Applications will only be considered from current or previous UniSA Students.

## Timelines

### Applications close

9am Wed.26 May 2010

### Interviews & Offers

June

### Commencement

Mid 2010 (Depending on graduation)

### Contact

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Human Resources Officer, ISTS GPO Box 2471 Adelaide SA 5001

Telephone: 8302 5558 Email: [Anne.Petrie@unisa.edu.au](mailto:Anne.Petrie@unisa.edu.au)

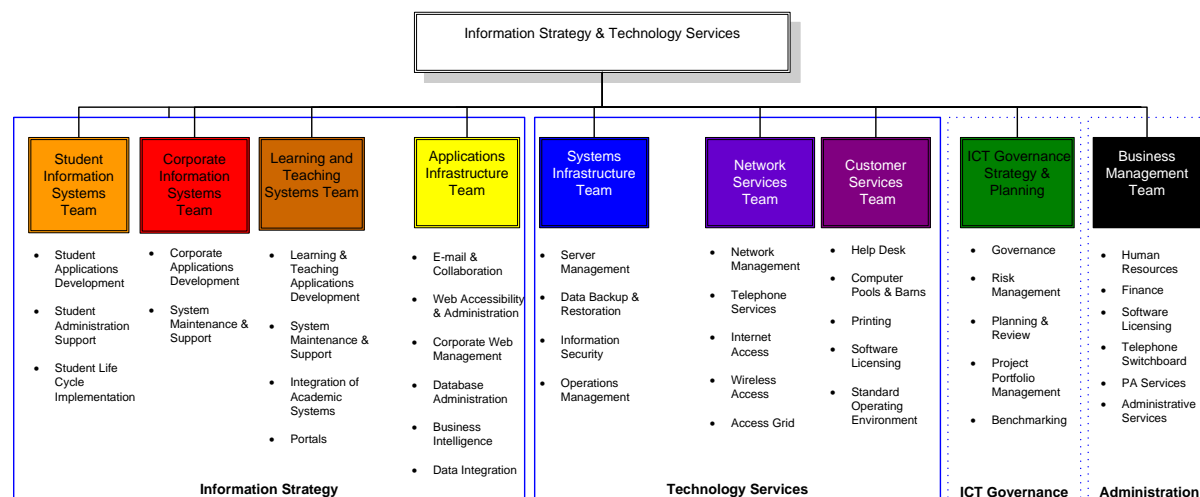
**UNIVERSITY OF SOUTH AUSTRALIA**  
**POSITION DESCRIPTION**  
**Information Technology Graduate**  
**Information Strategy and Technology Services**  
**Mawson Lakes Campus**  
**1.0 FTE**  
**2 year fixed term contract**  
**HEO4**

**CONTEXT**

The University of South Australia is a modern, flexible, vibrant and innovative university which aspires to international reach and impact. With over 33,000 students locally and internationally and an annual budget in excess of \$A400M UniSA is the largest of the three universities in South Australia. UniSA has four campuses in Adelaide (City West, City East, Magill and Mawson Lakes) and one in Whyalla, together with study centres in other parts of the state including Mt Gambier. More information on the University can be found at <http://www.unisa.edu.au/>.

The University is committed to the provision of high quality information technology services and facilities to its students and staff to assist in the conduct of academic, research and administrative activities consistent with the University's mission and statement of strategic intent. The application of new and emerging technologies is a key strength of the University and IT is being enthusiastically embraced by staff and students.

Information Strategy and Technology Services (ISTS), which has the primary strategic and operational responsibility for the provision of the UniSA's considerable IT infrastructure and services has approximately 95 staff in 9 key areas.



Information Strategy and Technology Services has a commitment to staff development and provides a professional environment in which to work. Skills development is encouraged and while this position is within a specific area, opportunities will arise to work in other areas of information technology. More information about ISTS can be found at <http://www.unisa.edu.au/ists/default.asp>

Whilst this position is initially located at Mawson Lakes Campus, employment is with the University of South Australia and staff may be relocated to another campus in the future.

## **DUTIES**

A Graduate works as a member of a team supporting the University information technology environment.

The Graduate will report to an Information Strategy Manager.

### **Specific duties include:**

Under the guidance of senior team members:

1. Develop and support designated information technologies, services or applications with the professional guidance of a senior information technologist.
2. Document designated technologies, services or applications.
3. Develop and support University Information Systems,
4. Participate as a team member in the development of projects.
5. Liaise with other team members, users and IT support staff in the technical aspects of software development.

The duties as specified above may be altered in accordance with the changing requirements of the position.

### **Other duties:**

Other duties as directed.

## **SELECTION CRITERIA**

### **Essential**

1. Relevant UniSA tertiary qualification recently completed or with an expected completion by mid 2010. *\*\*Applications will only be considered from those with UniSA qualifications*
2. Demonstrated ability to quickly become a productive member of a cross-functional team.
3. Demonstrated written, verbal and interpersonal skills to enable effective communication and interaction with other people at appropriate levels of an organisation.
4. Understanding of, and commitment to, a high level of customer service.
5. Understanding of software development and life cycle.
6. Demonstrated understanding of relational databases
7. Demonstrated understanding of project development methodologies and quality procedures.

### **Desirable**

1. Understanding of security issues at both operating system and networking levels of a complex information technology environment.

### **Staff must follow and apply the following:**

- Engage with OHSW&IM activities through participation in local area implementation of the system.
- Contribute to the improvement of the OHSW&IM system through participation in consultative forums.
- Adopt work practices that support the OHSW&IM system.
- Take reasonable care for the health and safety of yourself and others.