



CULTURE BRIDGE
INSTITUTE



Semester 1 2021

Recruitment Booklet

Culture Bridge Institute



Culture Bridge mission

Culture Bridge is an independent, student-run non-profit public policy think tank dedicated to researching and finding best practice solutions in relation to cross-cultural integration issues in Australia. Culture Bridge has a particular focus on domestic and international student engagement within the higher education sector.

Over the past decade, Australian universities have become increasingly multicultural with international student intake growing substantially. With greater diversity in our universities and workplaces institutions are recognising a need to ensure successful engagement and inclusion of different cultures in these institutions. In addition, there are significant long-term benefits to all students in greater interaction and engagement, much of which is currently not being utilised.

Culture Bridge appreciates that the key to developing and implementing an effective strategy for engagement is a fundamental understanding of the diverse groups involved and the current and potential barriers to successful integration.

Culture Bridge also engages in comprehensive research beyond the University sphere to investigate challenges and opportunities of cross-cultural integration on local, state, and national levels. Culture Bridge provides considered and practical advice on these issues together with published research, articles, and policy recommendations.

Our aims

- Act as a forum whereby Australian multicultural challenges can be discussed
- Undertake research and provide solutions and recommendations to promote greater multi-cultural inclusion within Australia
- Advise Australian Universities as to how to improve cross cultural student interaction
- Host events to bring together different cultures and backgrounds and to engage policy makers and thought leaders in this field
- Provide insightful and comprehensive information to the public on issues of cross-cultural integration and inclusion

Semester 1 2021 Recruitment

ANU students

- Consultants
- HR officer

Monash University students

- Monash branch Director
- Principal Consultant
- Consultants

University of Adelaide students

- Consultants
- HR officer

All Universities

(ANU, University of Melbourne, Monash University, University of Adelaide)

- Research Fellows
- National Events Officers
- National Events Co-Director

Recruitment Information

All applications:

- Email CV and Cover Letter to culturebridgehr@gmail.com
- Applications are assessed on a rolling basis so apply early!
- Application deadline for **ALL** positions is...
11:59pm Friday 9th April 2021



Research Fellow

(Postgraduate students across all Australian Universities)

About the Program

The Research Fellowship Program is a semester-long program that allows Research Fellows to develop their research and writing abilities, explore a range of issues across cross-cultural interaction and integration issues in Australia, and publish their work through Culture Bridge.

Role

- Work with Culture Bridge's team of Editors to formulate your research ideas and produce high-quality pieces of writing
- Publish writing in a range of formats from short opinion pieces to long research reports, to suit your interests and career goals with writing published on the Culture Bridge website and social media pages

Time commitment

- Able to commit at least 5 hours per week to the Program

Who are we looking for?

- Outstanding research and writing skills
- Interest in cross-cultural issues in Australia and proposing solutions to these
- Excellent communication and teamwork skills
- Strong time management and organisation skills
- Ability to liaise with high-level stakeholders and experts

List of potential research ideas and themes

- **Developing intercultural literacy** - at a tertiary level but also more broadly in the workplace and society at large.
- **Australia as an education provider/destination** - both secondary and tertiary
- **Developing meaningful interaction** between international and domestic students
- **Communication across cultures**
- **Learning languages** - the value and ramifications for culture
- **Australia as a multicultural nation** - how we can succeed
- **Locating our commonalities**
- **Respect, curiosity, celebration of difference**
- **Stereotypes, prejudices, and political correctness** - how to approach and deal with them
- **Past, present, and future ideas and actions**

How to Apply

- Page 3 for more details



Consultant

(Adelaide branch, ANU branch, Monash branch)

Role

- Work as a consultant with a small team of consultants to analyse cross cultural integration at Universities and develop ways to build stronger relationships and communities between students of different cultures
- Develop and test solutions to the toughest cultural challenges faced by Australia's leading universities
- Present key policy findings to relevant university heads and stakeholders

Time commitment

- 3-4 hours per week of a mixture of independent and teamwork
- 1 hour weekly team meeting

Benefits

- Hands on consulting experience; advise Australia's top Universities and help them implement new policy, working with teams who have previous consulting experience
- Solve and provide solutions to tough and important cultural challenges
- Become an expert in cultural challenges - this field will be valued by employers as all future leaders and businesses will have to engage with a multicultural world
- Be involved in one of Australia's pioneering organisations engaging with one of the country's most significant present-day challenges
- Work in a selected team of high achieving university students
- Interact with faculty heads at the university as well as key industry leaders

Who are we are looking for?

- Excellent communication skills
- Excellent personal organisational skills
- Strong research skills
- Ability to critically evaluate problems to find potential solutions
- Passion for improving cross-cultural interaction between domestic and international students

How to Apply

- Upload a **cover letter** noting why you want to join Culture Bridge and why you are suited for the position and your **Resume/CV**
- Email to culturebridgehr@gmail.com
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Principal Consultant

Role

- Lead a team of consultants to analyse cultural integration at Universities and develop ways to strengthen relationships between students of different cultures
- Develop and test solutions to the toughest cultural challenges faced by Australia's leading universities
- Present key policy findings to relevant university heads and stakeholders
- Prepare and communicate research plans with your team and executives
- Delegate tasks and track progress of consultant team
- Ensure reports and other academic resources, and the way they are conducted, reflect, and uphold Culture Bridge's values and ideology

Time commitment

- 4-6 hours per week of a mixture of independent and teamwork
- Attend weekly 1-hour executive meetings
- Host weekly 1-hour meetings with the consultant team

Benefits

- Hands on consulting experience; advise Australia's top Universities and help them implement new policy, working with teams who have previous consulting experience
- Solve and provide solutions to tough and important cultural challenges
- Become an expert in cultural challenges - this field will be valued by employers as all future leaders and businesses with must engage with a multicultural world
- Be involved in one of Australia's pioneering organisations engaging with one of the country's most significant present-day challenges
- Work in a selected team of high achieving university students
- Interact with faculty heads at the university as well as key industry leaders

Who are we are looking for?

- Strong teamwork, leadership, and mentoring qualities
- Excellent written and oral communication skills
- Organisational skills
- Well-developed research skills
- A passion for improving cultural interaction between students.
- A Monash student or recent graduate (Undergraduate or Postgraduate)

How to Apply

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Monash Branch Director

Role

- Lead and oversee Culture Bridge's Monash University branch
- Play an important role in shaping the strategic direction of a national organisation
- Lead a team of highly motivated consultants and officers to analyse cross-cultural integration at Monash University
- Develop a unique strategy to solve and test solutions to the toughest cultural challenges faced at the university
- Present key policy findings to relevant university heads and stakeholders and liaise with key university members and business leaders

Time commitment

- 5-10 hours per week of a mixture of independent, teamwork, strategic planning for the Monash branch
- 1 hour weekly national board meeting

Benefits

- Leadership experience- lead a team of motivated students in implementing lasting recommendations for the university
- Hands on consulting work experience - provide advice to staff and leaders at the University regarding helping them support stronger cross-cultural engagement in the classroom and in different University programs
- Gain and develop skills and exercise leadership - solve and provide solutions to tough and important cultural challenges
- Be involved in one of Australia's pioneering organisations engaging with one of the country's most significant present-day challenges
- Become an expert in cultural challenges - this field will be valued by employers as all leaders and businesses with must engage with a multicultural world
- Work in a selected team of high achieving university students
- Interact with faculty heads and staff at the university as well as heads of key Institutions and government bodies

Who are we looking for?

- Passion for improving cross-cultural interaction between students
- Hands-on technical consulting, policy, and research experience
- Leadership and people management expertise
- Excellent organisation & communication skills
- Demonstrated ability to strategically plan and run consulting work and research
- Demonstrated ability to strategically plan and run programs and events

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National Events Co-Director

(Students can apply from the University of Melbourne, Monash University, University of Adelaide, ANU)

Role

- Lead with one other Co-Director a team of 4-5 events officers
- Effectively communicate with and delegate tasks to officers
- Plan and deliver various online National events such as the annual bridge panel event, a Policy Hackathon and student workshops and other events
- Communicate with various stakeholders including industry professionals, university management and other clubs and societies
- Work closely with the Culture Bridge National Leadership Team to coordinate, plan and deliver events throughout the semester

Time commitment

- 2-5 hours per week (planning and running programs/events with events officers)
- 1 hour weekly National Leadership team meeting

Who are we looking for?

- Excellent communication skills
- Excellent personal organisational skills
- Experience leading a small team
- Keen interest in managing and organising events
- Some experience in planning or running an event
- Creative mindset and passion for improving cross-cultural interaction between domestic and international students

Benefits

- Hands on experience in planning and executing a variety of events
- Liaise with industry professionals, University officials and other clubs and societies
- Work with a select team of high achieving university students
- Be involved in one of Australia's pioneering organisations engaging with one of the country's most significant present-day challenges

How to Apply

- Upload a **cover letter** noting why you want to join Culture Bridge and why you are suited for the position and your **Resume/CV**
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National Events Officer

(Students can apply from the University of Melbourne, Monash University, University of Adelaide, ANU)

Role

- Work alongside the National Events Co-Directors and 4-5 other events officers
- Plan and deliver various online National events such as the annual bridge panel event, a Policy Hackathon and student workshops
- Communicate with various stakeholders including industry professionals, university management and other clubs and societies
- Work closely with the Culture Bridge National Leadership Team to coordinate, plan, and deliver events throughout the semester

Time commitment

- 2-5 hours per week (planning and running programs/events with events officers)
- 1 hour weekly National Leadership team meeting

Who are we looking for?

- Excellent communication skills
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National HR Officer

(students can apply from ANU and the University of Adelaide)

Role

- Be an active, cooperative, and contributing member within the HR team of 4-5 officers and report to the National Human Resource Director
- Responsible for providing support, knowledge, skills, and teamwork to assist in short-term and ongoing HR-related tasks, as per the Human Resource Director's instructions
- Assist in ensuring the welfare of members and providing support to their activities.
- Assist in recruitment, interviews, hiring processes as well as the implementation of an induction program.
- Assist in establishing a formal recruiting and dismissal process (including the write up of contracts)
- Present creative and innovative ideas that may help to improve the operations of the Culture Bridge Institute at a National level
- Assist in ensuring reports and other academic resources, and the way they are conducted, reflect, and uphold Culture Bridge's values and ideology.

Who are we looking for?

- Current student at ANU or the University of Adelaide
- Preferably studying a degree in Business and/or HR specialisation

Time commitment

- Commit to an average of 2-3 hours per week to volunteer at Culture Bridge, not including 1-hour weekly HR meetings which are compulsory and vital for touching base with members of the team.
- Attend weekly 1-hour meetings with the HR team.

How to Apply

- Upload a **cover letter** noting why you want to join Culture Bridge and why you are suited for the position
- Upload a copy of your **Resume/CV**
- Email to culturebridgehr@gmail.com



CULTURE BRIDGE

I N S T I T U T E

Email

Culturebridgehr@gmail.com

General Enquiries

info@culturebridge.com.au

Website

<https://www.culturebridge.com.au/>