

## Student- Industry Partnerships



**Are you an undergraduate seeking paid industry experience, studying a Bachelor of Business Information Technology and/or Commerce Management Degree**

### Somnium Technologies

#### About Project Plus

The program places undergraduates and honours students with a company under a collaborative agreement to carry out a project whilst studying. The project is usually an assessable part of the students academic program and can cover a period of 3 to 9 months. The program has a dual mission, to enhance students skills through relevant real-world projects in research development and to profit industry through, expertise transfer, innovation and development.

#### Industry Sponsored Organisation

“**Somnium Technologies**” is involved in the commercialization of environmentally sustainable technologies. Our current project is directed towards BioDiesel and Water Treatment technology.”

#### Student Benefits

- Receipt of stipend scholarship payments for project activities based up to **\$150.00 per day**
- Links with a company to gain valuable industry experience
- Enhancement of skills through relevant real-world project
- Development of links with a company

#### Project Title & Number: PP04/08

#### Business Administration Systemisation Project

#### Objective of Project

To undertake the day to day business administration and systemise it so efficiency and effectiveness is improved. The desired outcomes are:

- Improved response time to sales inquires
- Completed business administration manual
- Shorter lead time on delivery of sales

## Project Specification and Timetable

Tasks required include:

- Create procedures for the business administrative processes
- Communicate via phone and internet with overseas customers
- Undertake sales with overseas and domestic customers
- Access and utilize international trade sites
- Promote new products and services on the internet to overseas customers
- Create and manage website content
- Receipt and processing of supplier invoices
- Preparation, submission and follow up of customer invoices
- Communicate with Suppliers for purchasing and delivery of products/services
- File management
- Preparation of letters, mail and postage
- Updating Job management system
- Updating documents
- MYOB data entry and reporting (not essential)

The overall project timeframe is expected at 6 months to 1 year. This will be determined by progress achieved against the objectives, timing suitability for both parties, skills and alignment of the person selected. Initially there is work for 12+ hours per week at flexible times commencing April 2008.

## Personal Requirements

- Knowledge of computer hardware (preferred)
- Sales experience (preferred)
- Understanding of MYOB a bonus
- Enthusiastic, wanting to learn & share knowledge
- Enthusiasm for enjoying work and a desire to learn and develop with the company
- Keen to make a positive difference
- Enjoy working with people and equally happy working without supervision
- High initiative, strong time management skills
- Well developed communication & English language skills
- Multilingual desired (Specifically Indian, Malaysian, Pakistani)
- High level computer skills

## Academic Qualifications

- Studying at a minimum of 3rd or 4th year level.

## Division and Contact Person

Jamie Miller  
Managing Director  
8303 4187 Mobile Number: 0422 747 768  
[jamie@somniumtechnologies.com.au](mailto:jamie@somniumtechnologies.com.au)

## How to Apply?

Interested candidates should submit their current resume by email to [tania.johnson@adelaide.edu.au](mailto:tania.johnson@adelaide.edu.au) immediately or further information please contact on 83034467.