



EXPORTERS' CLUB



The Exporters Club is Offering 3 Post Graduate (Coursework) Scholarship Opportunities in 2008

Project Position Description

Position:	Project Manager (3 positions available in 2008)
Organisation:	Exporters' Club (North West Adelaide, Onkaparinga or Salisbury)
Location:	Thebarton, Morphett Vale and Salisbury
Responsible to:	General Manager, Bob Shepard
Hours:	equivalent to 4 days per week and 1 day attending studies Some out of hours work will be required
Scholarship:	A package of \$30,000 tax free (includes 12 month scholarship approximately \$20,000 tax free and \$9 000 contribution towards a Masters Degree).

1. Position Description:

Opportunity for final year students who, after finishing this year's studies, are interested in a paid scholarship position for 12 months that will involve the undertaking of a specific project and will provide significant work experience in an export related area.

This position is provided on a scholarship basis and has a term of 12 months covering 2006. It evolves from the Adelaide University Graduate Industry Linked Entrepreneurial Scheme (GILES). Part of the program involves study towards a Masters Degree in Project Management, which includes completion of a research project.

There are two positions becoming available, and they involve attachment to either the Exporters' Club, North West Adelaide based at Thebarton, or the Exporters' Club Onkaparinga, based at Morphett Vale and the Salisbury Business Export Centre, Salisbury. While with the Club, successful applicants will be required to complete one the attached projects. They will have the title Project Manager and have responsibility for the following day-to-day tasks:

(in order of priority)

1. *The Exporters' Club must create a new strategy for responding to its rapidly changing environment. In this context, develop a 5-10 year strategic plan for the Club, with a specific focus on:*

- Increasing its franchise operations, both interstate and overseas (create a recommendation for where and how franchises can be opened in the markets where early success can be achieved)
 - Develop a program of revenue earning services that could be delivered to either members or non-members, in fields such as: Market research, Overseas trade missions and trade displays, Export skills courses, Other.
2. *Develop a project plan for an Exporters' Club member trade mission. The plan is to be derived from the practical experience gained during your employment at the Exporters' Club and from the knowledge gained from your Master of Project Management. The plan is to address all aspects involved in undertaking a trade mission, and will be used as a guide for the Exporters' Club's clients (members). Much of the research will entail the following:*
- An in-depth survey and analysis of the Exporter' Club's members and their products/ services, to decide upon common ground for a member trade mission
 - An analysis of the potential overseas markets in accordance with the Exporters' Club's members and their products/services
 - Research as to the best market entry strategies (overcoming barriers to entry, undertaking trade exhibitions, marketing techniques etc.)
 - A cost analysis of the mission, and an examination of which expenses can be offset by export grants

The project may focus upon a specific group of members and their common products/service, or a number of diverse members and possible market entry strategies.

3. *Develop an organisational strategy for the Exporters' Club with regard to:*

- Internal business strategies
 - Human resources management
 - Succession planning for the General Manager
 - Customer satisfaction
 - Risk management

AND

- External business strategies
 - Customer value
 - Regional market share
 - Speed of service delivery
 - Responsiveness to market environment changes

2. Selection Criteria:

Required Academic Qualifications

- Have studied International Business, Commerce, International Trade, International Marketing or business related degree
- Good Academic record

Ideally candidates should:

- Be worldly and have traveled or lived overseas
- Have a second language
- Have basic knowledge about imports and exports
- Be familiar with South Australia's export markets
- Good communication skills

- Good written and oral skills
- Experience in Microsoft Word, Publisher, Excel, Access and Outlook
- Be interested in learning about exporting and issues in international business
- Want to learn basics about small business operation
- Have initiative

Successful candidates will need to be available in December 2007 to facilitate hand-over training from those presently in these positions.

These scholarships have been available for each of the past 8 years and have proved highly successful in terms of career development.

Applications close COB Monday 19th November 2007. Please include current CV, Academic Transcript and covering letter and address to:

Tania Johnson

Manager, Business Education Programs

Telephone: 83034467

Email: tania.johnson@adelaide.edu.au

For further information about the Exporters' Club visit www.exportersclub.net