

GRADUATE JOB TITLES SAMPLES

Administrator

The public sector and business organisations commonly use this title for entry roles, such as project administrator, trainee administrator, office administrator. Competency with Microsoft Office suite is an important skill for this role that will open up to many other roles.

Analyst

Business, technical, research and IT sectors often advertise for analysts for entry level roles, particularly in market research, social research and public policy. It is not degree specific – you will have developed analytical skills through most tertiary study. Typical titles are market analyst, business analyst, research analyst, IT analyst, data analyst.

Assistant

One of the most widely used terms for graduate entry roles across all industries. You could be a research assistant, administration assistant, events assistant, marketing assistant, editorial assistant etc.

Officer

Public sector and charities tend to use this title for entry level roles, such as communications officer, executive officer, legal support officer, PR officer.

Adviser

The commercial and community organisations often use this title for entry roles where you are helping someone else or the organisation to support clients and customers. Think customer adviser, support adviser, business adviser, political adviser. It will open doors to roles that lead to supporting others, working with people and developing specialist knowledge.

Coordinator

As the title suggests, this role involves coordinating activities and suits people who are keen to liaise with people and enjoy organising. Think business support coordinator, campaigns coordinator, events coordinator.

Executive

Creative industries, such as advertising, marketing, communications, PR and digital marketing, often use the executive title for entry level roles.

Graduate

A number of organisations run formal graduate programmes that are one – two year programmes giving graduates an opportunity to work in different divisions across the organisation.

For help with applying for jobs visit
AUT talenthub at www.jobs.aut.ac.nz
and NZuni talent at www.elab.aut.ac.nz

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