

UECA Benchmarking Round 2 – Project Manager

About UECA

University English Centres Australia (UECA) is a network of English language centres attached to Australian universities offering English Language Courses for Overseas Students (ELICOS), TESOL teacher training and professional development programs. Founded in 1998, UECA members continue to provide a wide range of university preparation programs that give students the academic and linguistic platform required to study at some of the top universities in Australia.

Paid Professional Development Opportunity

UECA is seeking expressions of interest from experienced professionals in ELICOS and International Education to help deliver Round 2 of the [External Referencing through Benchmarking Project \(2025–2026\)](#). This paid role offers a unique professional development opportunity to contribute to sector-wide quality assurance, innovation, and collaboration.

About the Role

Responsibilities would include:

- Manage project related communications across participating UECA Centres according to project timeline
- Complete project related administration including the filing and distribution of all relevant documents in a secure benchmarking portal
- Support data collection and organize workshops related to the project
- Contribution to final project report
- Other project related duties as directed by the project Steering Committee as required

About You

- Experience in Direct Entry (DE) ELICOS or International Education, ideally at Coordinator/Manager level
- Strong administrative and project management skills
- Awareness of the role played by the ELICOS Standards (2018) in relation to assessment standards
- Most importantly, an interest in benchmarking and quality assurance activities

Details

- Approx. 1 day per week for a 6-month period in 2026
- Flexible and remote working arrangements
- Paid role with recognition in the UECA National Report

Help shape the next chapter of this exciting and impactful UECA initiative.

To express interest email: info@ueca.edu.au by **12/12/2025**.

For more information visit: [Benchmarking 2025 – UECA](#)