



Murdoch
UNIVERSITY
PERTH WESTERN AUSTRALIA

Administrative Officer Placements and Communications

- **Continuous Part Time position (22.5 hrs per week)**
- **H0405 | \$59k-\$73k pro rata, plus 17% superannuation**
- **Salary Packaging opportunities**
- **Ref: 0139F01/201986**

The School of Education is one of Murdoch's most established Schools with a diverse student base. It has a long tradition of world-class research in learning, pedagogies, educational assessment, and the design of curricula utilising new technologies in learning across the school age spectrum from early childhood to adolescence. A range of undergraduate and postgraduate courses in Teacher Education are offered both onshore and offshore.

The Role

The School of Education is seeking an Administrative Officer to join its vibrant Professional Experience team. The role involves assisting in delivering timely, efficient and effective school experience placements and associated administration and communication support. A key aspect of this role is to meet ongoing deadlines related to a diverse range of placement options on offer, which requires liaising with students, staff, external moderators, Principals, Teachers and other relevant external bodies. This position is strongly suited to a qualified Primary/Secondary School Teacher or School Administrator looking to stay in the education sector, whilst taking a break from the demands of school and/or classroom environments.

Skills and Experience

- Highly effective communication, customer service and interpersonal skills, with the ability to interact with staff at all levels of the organisation and build strong relationships with Secondary schools across Perth.
- Demonstrated high level of computer literacy using software such as Microsoft Office applications and specified University software programs (specifically the Sonia Placement System), with the capability to learn new packages as appropriate.
- Organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
- Demonstrated ability to use initiative, assume responsibility for completing tasks and projects and to resolve problems.

Knowledge of Western Australian school systems and structures and/or previous experience in a similar role within a University will be looked upon favourably. Applicants should refer to the Position Description for further detail on the duties, skills and experience required for this role.

Think Murdoch

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. Our staff and students are committed to high quality education, innovative research, and strong community engagement both locally and internationally. Prospective staff can expect to enjoy the lively, natural campus and dynamic work environment, as well as a range of benefits and services unique to employment at Murdoch. There has never been a better time to join us.

For more information or to apply:

Please visit <http://jobs.murdoch.edu.au/> to view the Guide for Applicants and Position Description. Here you will also find the online form to submit your application.

Closing date: 19 May 2018 (11:59pm)

MURDOCH JOB LINK
CLICK FOR FURTHER INFORMATION