



Murdoch
UNIVERSITY
PERTH WESTERN AUSTRALIA

Student Financial Support Officer Student Support

- **Continuous full time position**
- **H0506 | \$65k-\$80k plus 17% employer superannuation contributions**
- **Job share applications welcome**
- **Salary Packaging opportunities**
- **Ref: 1716A01/201882**

This is a rewarding area of work within the student journey. The Student Financial Support Office empowers students in having a positive experience by student facing workshops, the ease of online scholarship information and application processes on over 100 scholarships. Working in partnership with internal and external stakeholders provides a gratifying sense of outcomes to support the students' outcomes on their applications.

The Role

Located in Student Services, the Student Financial Support officers help make university study affordable and achievable for students. They identify funding opportunities, raise awareness and support students to access scholarships, prizes and other funding opportunities during their studies.

For further information about this position, please refer to the Position Description.

Skills and Experience

- Experience in administering financial programs including providing ongoing monitoring of compliance with relevant policies and procedures.
- Demonstrated high level of computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate
- Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
- Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.

Think Murdoch

This is a great time to join Murdoch. There are a multitude of opportunities and exciting projects that are presented by the State Government Activity Centre on our doorstep. The co-location of Fiona Stanley Hospital and St John of God Hospital provide many synergies for our learning and teaching, research and community engagement.

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. Please note that emailed applications will not be accepted.

Closing date: 19 November 2017(11:59pm)