



## Student Support Officer

This is an exciting role with a high level of autonomy, reporting jointly to the Head of the Indigenous Unit and Head of Student Centre. You will play a pivotal role in the Australian Film Television and Radio School (AFTRS) student support team by ensuring the delivery, coordination and administration of support services to students who identify as Aboriginal and/or Torres Strait Islander.

### You will be responsible for:

- Being the primary contact point for Aboriginal and/or Torres Strait Islander students, and working in partnership with Student Centre staff, the Education Unit and the Indigenous Unit to provide targeted support as required
- Providing advice on support services available to Aboriginal and/or Torres Strait Islander prospective and current students, both within and external to AFTRS.
- Assisting in maintaining communication and providing support for all students including coordinating appointments, assisting in the administration of the student support program, and maintaining a register of support provided.

### Selection Criteria:

- 1 This position is identified for filling by an Aboriginal and/or Torres Strait Islander.
- 2 Demonstrated experience in providing mentoring and support services for Aboriginal and/or Torres Strait Islander people in education and training or a related field.
- 3 A demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander societies and cultures, with an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people.
- 4 A demonstrated ability to communicate and negotiate effectively within Aboriginal and/or Torres Strait Islander communities.
- 5 Demonstrated ability to take initiative and responsibility, and perform in a consistently professional manner, including maintaining confidentiality.
- 6 Demonstrated high level interpersonal, written and verbal communication skills.
- 7 Demonstrated experience with data entry, data management and reporting mechanisms.

**Salary:** \$52,192 - \$59,048 (pro-rata and dependent on experience) plus excellent benefits package. Occasional evening and weekend work may be required.

**Please Note:** This is an Indigenous Identified position and may only be filled by an Aboriginal and/or Torres Strait Islander.

**How to Apply:** Visit the AFTRS website for a copy of the position description and selection criteria. Please email your current resume with covering letter addressing how your skills and experience meet the selection criteria to [jobs@aftrs.edu.au](mailto:jobs@aftrs.edu.au) by midnight Sunday 14th January 2018.

**Enquiries:** Human Resources Team - [jobs@aftrs.edu.au](mailto:jobs@aftrs.edu.au)

