

Corporate Services Graduate

Reference: 112562

Type: Permanent

Location: Nathan, Brisbane, Australia

Industry: Graduates and Trainees

Salary: +17% Super

About Griffith University

At Griffith University we believe in, strive for, and celebrate the remarkable.

We are known for our high impact research, outstanding student experience, our commitment to social justice and our welcoming environment. We're proud of our remarkable achievements, of our people and their passion for making a positive difference. Together we contribute to the development of knowledge and learning in an attractive environment which values excellence, equity, diversity, and innovation.

Corporate Services brings this to life through the provision of centralised services to the University community, and combine leading practice, technology, and specialist knowledge to be Griffith's provider of infrastructure, environmental, resource and financial sustainability.

Corporate Services is seeking suitable applicants to participate in a two-year (fixed-term) Graduate Program, to commence in January 2020.

The opportunity

As part of the Corporate Services Graduate Program, an opportunity exists for up to six (6) current Griffith students in their final year of study, or recent graduates (within the last 3 years), to join our team and gain experience within one or more of the professional areas below, depending on area of study including:

- Law
- Human Resources
- Information Technology
- Data and Analytics
- Finance
- Campus Services
- Audit and Risk Management

Over the two year program, and depending on the Department with which you will work, you may have up to four rotations to gain experience across the profession of your chosen career.

You will be supported to learn on the job, and will be assigned a mentor to suit your specific career objectives, as well as one or more buddies to assist you during your program. Further study and professional development will also be supported in line with Griffith University's General Staff Educational Assistance Scheme.

Throughout the Graduate Program, you will:

- Develop an understanding of the relevant department's vision and strategy and how your role across the various functions contributes to this
- Participate in customer enquiries, service provision, relationship management, general administration, compliance and other initiatives
- Contribute to team and individual deliverables and identify opportunities for improvement; and
- Participate in team initiatives including meetings, presentations, training and events, in order to contribute to a high performance and positive culture

There are up to six, fixed term (two year), full-time, positions based at the Nathan campus. Travel to other campuses may be required.

About you

To be successful in this role, you will be able to identify with, and demonstrate the Corporate Services vision, purpose and strategic goals. You will have a passion for continuous improvement to facilitate the provision of quality client services. You will also have a strong desire to build a career within one of the professions listed above and the higher education sector.

You will either be in your final year of, or have graduated in the last 3 years from, a Griffith degree in Business, Commerce, Human Resources, Information Technology, or Law. Using critical thinking to solve problems, you will exhibit excellent client service skills, and demonstrate exceptional written and verbal communication skills with the capacity to effectively liaise with colleagues and clients, as required.

Griffith University values diversity, inclusion and flexibility, and we particularly encourage Aboriginal and Torres Strait Islander graduates to apply.

Salary range

HEW Level 5: \$66,154 - \$74,409 per annum. Salary package including 17% employer superannuation contribution: \$77,400 - \$87,058 per annum.

How to apply

Please submit your application online and ensure your application includes the following:

- One page covering letter outlining your suitability for the role and preferred professional area of study;
- Current curriculum vitae/resume which should include:
 - Full name, address, telephone number and email address;
 - Details of education, professional training and qualifications;
 - Employment history, including present position;
 - Name and contact details of two referees.

Obtain the position description by clicking on the **Apply** button. You will be redirected to the Griffith University job search page where you will be able to access the position description.

Applicants for General Staff positions (non-academic) must have unrestricted work rights.

Successful candidates may be subject to a criminal history check.

What we offer

Working for one of the most influential universities in Australia and the Asia-Pacific region, you will join a University that ranks among the top 3% worldwide and spans across five campuses in South East Queensland.

At Griffith University, we've worked hard to create a culture that will challenge you to be curious, creative and courageous. We also support the professional and personal development of all our employees and invest in the skills of our people.

Further information

For further information about this role, please contact Matt Francis, People & Performance Manager on (07) 3735 7872 or email matthew.francis@griffith.edu.au.

For application queries, please contact Victoria Kregas, HR Officer on (07) 3735 2326.

Closing date: Friday, 7 June 2019 at 5 pm AEST. All applications must be submitted online.

As the team experience high volumes of applications, we appreciate your patience to allow for a timely and fair process for all.