



LA TROBE UNIVERSITY

Indigenous Administrative Officer (Identified Aboriginal and/or Torres Strait Islander)

Summary: Provide efficient and effective delivery of a range of administrative services to the School of Humanities and Social Sciences

- Part-time (80%), fixed term contract for 12 months
- Based at La Trobe University's Melbourne (Bundoora) campus
- \$59,851 - \$63,424 per annum + up to 17% superannuation

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12(1) of the Equal Opportunity Act 2011 (Vic).

About La Trobe:

La Trobe University's success is driven by people who are committed to making a difference. They are creative and highly motivated, pursue new ideas and create knowledge. La Trobe is one of Australia's research leaders, and the largest provider of higher education to regional Victoria. La Trobe University turned 50 in 2017, and over the half century of its existence it has established a reputation as an innovative and accessible university, willing to take risks and take on challenges. Our teaching and research address some of the most significant issues of our time and we're passionate about driving change through operational excellence to benefit the communities we serve.

About the role:

This role is based in the School of Humanities and Social Sciences administration team under the supervision of the School Manager and the Aboriginal Cultural Heritage Management program staff.

This role has been created to enhance opportunities for Indigenous Australians in educational administration, under an agreement with Aboriginal Australia. The successful candidate will gain experience across a range of educational administration, customer service and event management opportunities, including the management of a specialised Aboriginal education program.

Responsibilities will include:

The Administrative Officer is required to support the administration of the School and the Cert IV in Aboriginal Cultural Heritage Management through room bookings, event management, minute taking, records management and social media engagement. The successful candidate will assist Aboriginal and Torres Strait Islander students undertaking the Cert IV in Aboriginal Cultural Heritage Management through the efficient delivery of event-related tasks, such as accommodation, travel and catering arrangements and work as part of a team to attend events with government agencies, industry and Aboriginal communities.

Skills and Experience:

To be considered for this role, you will be Aboriginal and Torres Strait Islander identified and have relevant experience, education or training in administration and/or education, with experience working with Victorian Aboriginal communities and individuals.

You will possess effective customer service skills and clear written and oral communication and be apt at developing respectful working relationships with colleagues, students and other stakeholders within the University.

This role requires strong organisational skills and an ability to organise work autonomously as well as experience using common computer software.

All La Trobe University employees are bound by the Working with Children Act 2005. If you are successful, you will be required to hold a valid Victorian Employee Working with Children Check prior to commencement.

Benefits

Please click on this link for a full list of Benefits <http://www.latrobe.edu.au/jobs/working/benefits>

How to Apply

Closing Date: Friday 14th December at 11.55pm

Position Enquiries: Maddy Maitri, Program Manager and Senior Educator, Archaeology Program, TEL: 03 9479 2806, Email: m.maitri@latrobe.edu.au

Please attach a resume and cover letter with the key selection criteria addressed in your application.

This position is open to people with a valid full-time working visa.

La Trobe University is an Equal Opportunity Employer.

If you have any questions regarding how to apply for this role, please contact Maddie Newman on 03 9479 6418 or m.newman@latrobe.edu.au.

To apply and to view position description please visit <http://www.latrobe.edu.au/jobs> and search under current vacancies.

La Trobe is proud to be a member of the SAGE Athena SWAN program to advance gender equality in academia.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**