



**MACQUARIE**  
University  
SYDNEY · AUSTRALIA

## Project Administrator

- **12 month fixed term role perfect opportunity for recent graduates**
- **Salary range \$64,840 to \$69,883 p.a.**
- **Strong mentoring and indigenous support network**

**Macquarie University** is building our cultural footprint. The University is committed to increasing our Aboriginal and Torres Strait Islander student cohort, better supporting students in their journey, growing our Aboriginal and Torres Strait Islander workforce and building our cultural capability across campus.

At Macquarie, you'll join a vibrant community of diverse perspectives, all working towards a brighter future for our communities and our planet. Surrounded by beautiful parkland campus, our students and staff are free to explore and discover, supported by facilities including a high-tech library, private teaching hospital, gym and pools, childcare facilities, a campus train station and the newly expanded Macquarie Centre shopping complex next door.

The Deputy Vice-Chancellor – Academic (DVC – A) portfolio has a key role in overseeing the development of a balanced academic staff profile for the University as well as the capabilities of the academy. The portfolio also oversees the development and execution of the Indigenous strategy across the University, as well as sustainability, widening participation, and the University Art Gallery.

**Walanga Muru**, located within the Deputy Vice-Chancellor – Academic portfolio, is a culturally safe environment that leads the development and implementation of the University's Indigenous engagement and advancement strategies.

**Join us and start seeing the world in a different light.**

### The role

Walanga Muru is currently seeking a **Project Administrator** to provide project and administrative support to Walanga Muru and its activities. The successful applicant will gain a mix of project, operational and leadership skills through working alongside key Aboriginal and non-Aboriginal leaders across the University and will be part of a supportive and inclusive team with a strong focus on mentoring.

### Who we are looking for

The role would suit an enthusiastic university graduate of Aboriginal or Torres Strait Islander descent. Graduates from any degree background are encouraged to apply.

### Selection Criteria

To be considered for this position, applicants will demonstrate the below requirements in their CV and a 1 - 2 page cover letter:

- Aboriginality
- Tertiary qualifications (or working towards) or equivalent experience
- Experience with Microsoft Office and the use of databases
- Experience in working as part of a team.
- Proven ability to provide customer service and/or administration support.
- Ability to work across multiple projects.
- Awareness of cultural/ Indigenous communication styles across a variety of mediums.

**Position Description:** Please click on the **JOB LINK** below to view our **PD Project Administrator HEW 4.pdf**

**Salary Package:** From \$64,840 to \$69,883 p.a. (Level 4), plus 9.5% employer's superannuation and annual leave loading.

**Appointment Type:** Fixed term full time role for 12 months.

**Specific Role Enquiries:** Jennifer Gili, Project Coordinator at [jennifer.gili@mq.edu.au](mailto:jennifer.gili@mq.edu.au)

**Applications Close:** Thursday 26 April 2018 at 11.55pm

For information regarding the **Macquarie University Indigenous Strategy (2016-2025)** please click on the **JOB LINK** below.

*Aboriginality/Torres Strait Islander is a genuine occupational qualification for this position and is authorised under section 14(d) of the Anti-Discrimination Act 1977.*

*Macquarie University is an EO Employer committed to diversity and social inclusion. Applications are encouraged from people with a disability; women (particularly for senior and non-traditional roles); Indigenous Australians, people who identify as GLBTI; and those from culturally and linguistically diverse backgrounds. Applications need to be submitted through the Macquarie University online recruitment system. Where circumstances such as disability or remote location prohibit your access to our online system please contact the enquiries person listed in this advertisement for assistance.*

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**JOB LINK**

**CLICK FOR FURTHER INFORMATION**