

SWINBURNE

SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Administrator – Education and Quality Services

- Newly created administration opportunity
- \$68,506 + 17% super
- Support our Future Ready Learners

About the job

Our Education and Quality Services (EQS) Unit has created a new Administration role to join them on a full-time ongoing basis (part-time may be considered). In this role, you will support the broader team in a range of administrative tasks such as surveying, data entry and looking for opportunities to improve our processes. The opportunity to flex your creative muscles will be available to you as you will be responsible for the updates and maintenance of our communal website (the EQS Wiki) which will allow you to put your creative side to good use. Working with a supportive manager, you will be surrounded by a team of professional staff working to shape our student experience.

About Swinburne

Swinburne is a place where your work can impact the national economy and wellbeing of our society. We promote diversity, support career development, provide flexibility and offer competitive salary packages.

About you

This is a unique opportunity for you to join a supportive team and shape a role to suit you. We are looking for someone who is passionate about improving our student experience. You are able to work with a variety of people and adapt to their needs as required. You will previously have worked in a customer service and/or administration role. Key to your success in the role will be your appetite to continually learn and develop your skills.

You can find out more in the position description.

Benefits

- As part of Swinburne's Elevate 2017 – 2019 Reconciliation Action Plan, all Aboriginal and Torres Strait Islander staff are entitled to access a Professional Development Fund, which provides a one-off allocation equivalent to 20% of the staff member's commencing salary for professional development activities.
- Hawthorn Aquatic and Leisure Centre (HALC) discounted memberships, including free access to the HALC swimming pools
- Flexible working arrangements
- Salary package your car parking, superannuation and vehicle lease plans. It can help you get the most value from what you earn.

Discover more discounts when you start at Swinburne. Receive movie tickets and staff membership options at the Swinburne bookshop. There's news subscriptions and computer and software discounts on offer.

Further information and how to apply

The diverse culture within Swinburne is a source of strength. We are proud to be recognised by the Workplace Gender Equality Agency as an Employer of Choice for Gender Equality 2018 and of key initiatives such as our Pride@Swinburne Strategic Action Plan and our Reconciliation Action Plan which are integral components of our 2025 vision to be world class university creating social and economic impact through science, technology and innovation. Swinburne has also received the Victorian "High Commendation" Multicultural Excellence Award (Business Category).

At Swinburne, we celebrate our diverse culture and the strength this brings to our workforce. We are committed to our Indigenous Employment Strategy and are therefore seeking to increase the representation of Aboriginal and/or Torres Strait Islander peoples within the University, where traditionally they have been under-represented. Specifically, the Education and Quality Services Unit would like to grow the Indigenous workforce to further enhance the capability within these disciplines. Pursuant to a Special Measure under Section 12 (1) of the Equal Opportunity Act 2010 (Vic), we will therefore only consider applications from suitably qualified Aboriginal and/or Torres Strait Islander candidates for this position.

To find out more about our Indigenous Employment Strategy please visit: <http://www.swinburne.edu.au/about/our-university/indigenous-matters/reconciliation-action-plan/>

To view the position description or to start an application click on **apply** at the bottom of this page and submit a resume and cover letter outlining your motivation for the role.

If you are experiencing technical difficulties with your application, please contact the Recruitment team on staffrecruitment@swin.edu.au

For support or queries related to Aboriginal and Torres Strait Islander employment, please contact DeadlyCareers@swin.edu.au.

Applications close at 5pm on Friday 31 May 2019

apply