

Student Experience Assistant (ATSI Traineeship)

Human Resources and University Registrar's Directorate
– Mt Helen Campus

Full-time or Part-time (0.8), fixed-term appointment for 12 months.

We are looking for an ambitious, motivated person who is ready to take the first step in a rewarding career.

Providing administrative support to Student HQ at our Ballarat campuses you will provide quality customer service to current and prospective students, responding to program enquiries, both within TAFE and Higher Education.

This is your opportunity to complete structured job training while completing an accredited Certificate III or IV. Your interest in providing administrative services and your knowledge of MS Word, Excel and email will be key contributors to your success in this role.

SALARY | Paid at the Traineeship Wage level as set out in the Higher Education Industry General Staff Award 2010.

APPLICATIONS CLOSE | Sunday, 2 June 2019.

In accordance with its Aboriginal and Torres Strait Islander Workforce Strategy, Policy and Procedure and Section 12 of the Equal Opportunity Act 2010, the University has designated this position as a targeted Aboriginal or Torres Strait Islander Position. Only Aboriginal and Torres Strait Islander people are eligible to apply.

To apply for this role you will need to submit a cover letter, key selection criteria and resume online via careers.federation.edu.au or please contact Ms Katrina Beer, Coordinator, Aboriginal and Torres Strait Islander Employment at k.beer@federation.edu.au for more information and/or support.

All University positions delivering education and/or services to children must hold a valid Working With Children Check (WWCC). Please refer to the position description for WWCC requirements.

careers.federation.edu.au

An equal
opportunity employer

CRICOS Provider No. 00103D
RTO 4909