

Realise Your Ambition

Support Officer, Work Integrated Learning

Mt Helen Campus

Full-time, continuing appointment.

Based at our Mt Helen Campus, we have a current opportunity available for an administrator to join our team. Your responsibilities will include contributing to the collection and verification of work integrated learning, student and agency documents, financial administration, and record keeping, in addition to communicating with students and placement providers to ensure compliance with our work integrated learning program.

The University has designated this position as a targeted Aboriginal and Torres Strait Islander peoples' position.

SALARY | \$60,907 to \$65,151 p.a. plus 17% superannuation.

Appointments will normally be at the base of the salary range.

TO APPLY | Applicants are required submit a resume and statement addressing the Key Selection Criteria by Sunday, 22 September 2019. For further information on preparing a job application and the Position Description please visit our website careers.federation.edu.au

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