



Australian  
National  
University

# EXECUTIVE ASSISTANT

The ANU College of Business and Economics educates the next generation of business leaders, professional economists and academics. Our graduates have the knowledge and skills to lead organisations, design public policy, and research the big issues of business and economy.

In this role, you will co-ordinate, oversee and provide executive support for the Dean including the provision of secretariat services for a number of internal committees. You will have effective communication and interpersonal skills; and the ability to manage competing priorities. The Executive Assistant provides administrative and executive support, ensuring efficient day-to-day operations and liaising with staff, students and visitors. The successful candidate will demonstrate a high level ability to coordinate and manage an executive diary, travel arrangements and general Executive Assistant duties.

ANU values diversity and inclusion and is committed to providing equal employment opportunities to those of all socio-economic backgrounds, race, religion, gender and identities. The University actively encourages and welcomes applications from people with disability, women, Aboriginal and Torres Strait Islander peoples, mature age people and candidates from culturally and linguistically diverse backgrounds.

The ANU is committed to being the university of choice for Aboriginal and Torres Strait Islander academic and professional staff. If you meet the minimum requirements for the advertised position and have provided supporting documentation identifying as Aboriginal and/or Torres Strait Islander, you will be guaranteed an interview for the position.

## Classification

ANU Officer 6/7

## Salary package

\$78,956 - \$91,157 plus  
17% superannuation

## Employment term

Full time, Continuing

## Closing date

Sunday, 13 January  
2019 at midnight  
AEST.



## Enquiries

For confidential enquiries please contact Hayley Molloy, Executive Officer to the Dean CBE

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## Apply online

jobs.anu.edu.au  
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