



Murdoch
UNIVERSITY
PERTH WESTERN AUSTRALIA

LOANS OFFICER

School of Arts

- **Full time, continuous opportunity**
- **Level 0304 | Salary range \$52K to \$65K and 17% employer superannuation contribution**
- **Salary packaging opportunities**

The School of Arts plays an important role in the academic life and campus culture of Murdoch University, delivering world-class research across a broad range of disciplines and contributing to a range of undergraduate and postgraduate courses.

The Media Arts Centre is the Media production teaching and research facility for the School of Arts.

The Role

This position is responsible for managing the portable equipment used in the media production units of the School of Arts. This role is also the first line of technical support for staff and students using the Media Arts Centre and responsibilities include maintaining records of equipment in Media Arts Centre database, arranging efficient bookings and loan of equipment in line with Media Arts Centre rules and procedures and assisting students with room access.

For further information about this position, please refer to the Position Description.

Skills and Experience

- Completion of a degree within a related discipline with or an equivalent combination of relevant work experience, and/or education/training.
- Demonstrated high level of computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate.
- Demonstrated knowledge of maintenance and usage of Media Production Equipment.

Think Murdoch

This is a great time to join Murdoch. There are a multitude of opportunities and exciting projects that are presented by the State Government Activity Centre on our doorstep. The co-location of the New Fiona Stanley Hospital and the St John of God Hospital provide many synergies for our learning and teaching, research and community engagement.

To Apply

Murdoch University values workplace diversity, promotes inclusion, and strongly encourages applications from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Applicants who have support or access requirements, are encouraged to advise this at the time of their application, to ensure the required assistance is provided.

Please visit <http://jobs.murdoch.edu.au/> to view the Guide for Applicants and Position Description, here you will also find the online form to submit your application. Please note that emailed applications will not be accepted.

Position contact: Andrew Tapsall Manager Media Arts Centre on +61 8 9360 6989 or at A.Tapsall@murdoch.edu.au.

Closing Date: 20 February 2017 (11.59pm)