



College Services Manager

It is an equal opportunity measure that applicants must be of Aboriginal and/or Torres Strait Islander descent as per section 105 of the Queensland Anti-Discrimination Act (1991).

The University of Southern Queensland is a young, dynamic university dedicated to providing quality programs and degrees in a flexible and supportive environment.

The College for Indigenous Studies, Education and Research (CISER) is committed to the quality provision of higher education for Aboriginal and Torres Strait Islander peoples and has an excellent reputation within the Indigenous community for its delivery of quality Indigenous education.

CISER is seeking an experienced manager to lead a team in a busy professional environment and contribute to the objectives of Aboriginal and Torres Strait Islander higher education.

This is an exciting and rewarding opportunity to manage the day to day provision of operational, administrative, executive and management support services across the College, as well as working closely with the Head of College and Faculty Executive Manager to develop and implement strategic planning and improvement activities within the College.

Your success in this pivotal role will rely on your ability to build effective relationships with a diverse range of clients along with your knowledge of local Aboriginal and Torres Strait Islander culture and communities.

Ideally, you will have:

- Progress towards postgraduate qualifications in a relevant discipline with extensive work experience in a service delivery environment or an equivalent combination of relevant experience and/or education/ training;
- Demonstrated ability to provide strategic advice and an extensive knowledge of the higher education sector;
- Inspired leadership qualities and experience in mentoring and empowering your team to achieve individual success and contribute to team goals and objectives; and
- High level commitment to integrity and behaviour that aligns with University values.

Reference No. 103200

Term: Full-time fixed term appointment for 12 months (36 hrs/wk)

Close: 25 July 2018

To obtain more information and apply, click on the **APPLY** link below.

APPLY