



ACT
Government

Canberra Institute of Technology
CIT Education and Training Services
CIT Yurauna Centre

Student Support

Administrative Services Officer Class 6

Salary Range: \$87,715 - \$100,388 (PN: 17035)

Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality?

We are looking for staff that empower others, have strong work ethics, administration skills as well as experienced working with Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, organised and a team player able to work without direction and have excellent communication skills. This role will be to recruit and support students in their programs.

At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses to gain qualifications for employment outcomes.

Eligibility/Other Requirements:

- This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.
- Current driver's licence.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 .

Desirable:

- Diploma Business Administration or equivalent.
- Certificate IV Training and Assessment, or ability to achieve.
- Note: This is a temporary position available from 8 March 2021 up until 1 March 2022 with the possibility of permanency.

How to Apply: For further information, please visit www.jobs.act.gov.au

Contact Officer: Caroline Hughes telephone: (02) 6207 3308
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Applications Close: 10 March 2021

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**