



Australian  
National  
University

# ADMINISTRATIVE ASSISTANT

Our vision is for ANU to be a world leader in First Nations research and teaching, and for this work to drive growth in democratic participation, societal equity and economic opportunity for Indigenous Australians.

We need an Administrative Assistant to work collaboratively within our new First Nations Portfolio, under the leadership of our new Vice-President (First Nations), Yawuru man, Professor Peter Yu. We strongly encourage and support applications from Indigenous Australians for this role.

You will contribute to the achievement of the Portfolio's strategic goals by providing comprehensive administrative support across the team. With your strong focus on customer service, you will be the first point of contact for staff, students and external stakeholders for the First Nations Portfolio.

Your role is part of the new First Nations Portfolio, and will work closely with the Portfolio's Executive team. You will provide administrative support across a range of areas and contribute to the implementation of the procedures and protocols for the Portfolio.

We support continuous learning and professional development, and will provide mentoring and support to those candidates wanting to adapt their existing project management experience and analytic and organisational skills to the exciting world of higher education.

ANU values diversity and inclusion and is committed to providing equal employment opportunities to those of all backgrounds and identities. For more information about staff equity at ANU, visit <https://services.anu.edu.au/human-resources/respect-inclusion>

## Classification

ANU Officer 4  
Salary package

\$ 65,101 - \$70,433 plus  
17% superannuation

## Employment term

Continuing, Fixed term

## Closing date

Friday 26 February at  
midnight AEDT.



## Enquiries

For confidential  
enquiries please  
contact

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