



Indigenous Academic Engagement Officer

Job No.: 613171

Location: Clayton campus

Employment Type: Full-time

Duration: Continuing appointment

Remuneration: \$80,643 - \$87,044 pa HEW Level 06 (plus 17% employer superannuation)

- **Be Inspired, Every day**
- **Take your career in exciting, rewarding directions**
- **Be a part of an inclusive, collaborative community**

The William Cooper Institute sits within the Office of the Pro Vice Chancellor (Indigenous) and provides a range of support services to current and prospective Indigenous students. The Office of the PVCI also coordinates engagement with Indigenous communities, and supports the effective operation of University's Indigenous Advisory Council.

The Monash Aboriginal and Torres Strait Islander Framework establishes their commitment to making a leading national and international contribution to Indigenous advancement over the next 12 years. As the university with the longest history of engagement in Indigenous education in Australia, this Framework once realised in 2030, will represent over 75 years of effort and achievements in Indigenous higher education in Australia.

The Opportunity

The Indigenous Academic Engagement Officer will coordinate a range of complex services to support the strategies, programs and initiatives for the PVCI and the William Cooper Institute. Reporting directly to the Program Manager, Indigenous Students Service, this role will ensure the delivery of Indigenous academic support and engagement of programs across the University.

A focus of the role is being the first point of contact between portfolio, university and internal and external client groups while working closely with faculties and central services.

As the successful candidate your duties will include:

- Complete tasks, activities and administrative processes in the student service systems and deliver support to Indigenous students via programs such as the Indigenous Academic Enhancement Program [IAEP], and the Indigenous Academic Advisor Program for Indigenous pathway students
- Provide advice and support to other staff, clients and stakeholders including the Pro Vice Chancellor (Indigenous) and Head of the William Cooper Institute, and their office ensuring excellent customer service outcomes
- Contribute to and support a range of processes such as policy development, governance, management decision-making, change management, compliance, quality and performance reporting

We are seeking a professional individual that has a degree in a relevant field with subsequent relevant experience. This will include excellent administration skills and organisational skills with a strong commitment to excellence in customer service. You will have a hands-on approach to service provision, highly-developed written and verbal communication skills and developed computer literacy.

If you believe you fit this profile, we look forward to receiving your application.

Pursuant to a "special measure" under section 12 of the Equal Opportunity Act 2010 (Vic), in order to promote and help realise substantive equality for Aboriginal and Torres Strait Islanders, this position is open to Aboriginal and Torres Strait Islander applicants only.

This role is a full-time position; however, flexible working arrangements may be negotiated.

At Monash University, we are committed to being a Child Safe organisation. This position at the University will require the incumbent to hold a valid Working with Children Check.

To view the **position description** and instruction on **how to apply** please click on the **LINK** below.

Enquiries

Ms, Erin Pennett – Program Manager – Indigenous Student Services, +61 3 (9905 8724)

Closing Date: Sunday 31 January 2021, 11:55 pm AEDT

Supporting a diverse workforce

**CLICK TO VIEW THE POSITION
DESCRIPTION AND A LINK TO APPLY**