

Assistant to the Directors - Global & Community Engagement

- Join Swinburne's Global and Community Engagement team
- Full-time, ongoing position at our Hawthorn campus
- HEW 6: \$82,367 + 17% superannuation

About the Job

We currently have a fantastic ongoing opportunity to join our Engagement team as an Assistant to the Directors - Global & Community Engagement. This role will provide critical support to enable teams to meet Swinburne's new Horizon 2025 strategy.

As the Assistant to the Directors, you will work across three functional areas providing high level administrative support for the Director Advancement, the Director Government, Industry and Community Engagement and the Director Industry, Research Engagement and Business Development. This role will be responsible for a variety of tasks including diary management for Directors, coordination of meetings/events with senior internal stakeholders including major donors, government, industry and research partners, maintaining records on Sales Force and Raiser's Edge CRM, processing accounts payable and credit cards, and managing stationery/office equipment purchases for the units.

This is a varied role, which will require handling multiple priorities across the three business units and will also include the provision of administration support for recruitment and on-boarding of new team members.

About Swinburne University of Technology

Swinburne is a multi-sector university of science, technology and innovation with more than 54,000 students and 5,000 staff globally. We offer postgraduate, undergraduate, vocational education and online education to provide students with a variety of work-relevant pathways. Our mission is to be a world-class university, creating economic and social impact through science, technology and innovation. We aim to deliver future-ready learners, research with impact and innovative enterprise.

The newly formed engagement team brings together Swinburne's external facing engagement activities. We work together to bring industry, government, research, alumni and philanthropic partners to Swinburne so that together we can shape a new future.

About you

To be successful in the role, you will have:

- A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in administrative fields; or an equivalent combination of relevant experience and/or education/training.
- Proven experience in providing high-level executive support including the ability to deal with information of a sensitive and confidential nature.
- Extensive experience in a senior EA position ideally with experience across both the private and public sector and supporting multiple people.
- Excellent interpersonal, communication and relationship management skills, including experience in dealing with people from different cultural backgrounds and levels of seniority.

A full list of selection criteria is available within the position description.

Benefits

- Participate in regular staff and management development programs
- Onsite childcare
- Discounted gym memberships – including Hawthorn Aquatic and Leisure Centre (HALC)
- Onsite health services
- Private health insurance discounts
- Discounted annual Myki cards are available to Swinburne staff

To find out more about the extensive range of benefits offered to Swinburne employees please visit Careers at Swinburne.

How to apply and further information

To view the position description or to start an application please click on 'apply' or 'begin' and submit a resume, cover letter and a **response to the Key Selection Criteria**, as listed in the position description.

For further information about this position, contact **Belinda Collins, (Director Advancement) via email at belindacollins@swin.edu.au**.

If you are experiencing technical difficulties with your application, please contact the Recruitment team on staffrecruitment@swin.edu.au

Should you require further support for an interview due to special needs or consideration, please contact Maree Norden, Diversity & Inclusion Manager at inclusion@swin.edu.au. For support or queries related to Aboriginal and Torres Strait Islander employment, please contact DeadlyCareers@swin.edu.au

Agency enquiries will not be accepted for this position.

Swinburne is a large and culturally diverse organisation. We are proud of our commitment to equity and inclusion through key initiatives such as our Charter of Cultural Diversity, Pride@Swinburne Strategic Action Plan, Science in Australia Gender Equity (SAGE) Action Plan and our Reconciliation Action Plan. Equity and diversity are integral to our 2025 vision to be a world class university creating social and economic impact through science, technology and innovation.

Applications close at 5pm on Wednesday, 19 May 2021.

Click for further information and to apply