



Indigenous Engagement and Partnership Assistant (Identified)

- **Exciting opportunity to support Indigenous and Torres Strait Islander student participation in higher education**
- **Utilise your strong administration skills to create a seamless experience of the University from first enquiry**
- **Full time, continuing position, offering a remuneration package of \$76K p.a., plus leave loading and a generous employer's contribution to superannuation**

About the opportunity

This position has been designated for Aboriginal and Torres Strait Islander people only under the provisions of section 126 of the Anti-Discrimination Act 1977 (NSW).

Student Recruitment and Admissions is responsible for supporting the University's objectives in relation to recruiting outstanding domestic and international students across all programs and courses. The Indigenous **Engagement and Partnership Assistant** provides student recruitment support and promotes the University of Sydney as the preferred destination for Aboriginal and Torres Strait Islander students considering tertiary study. The role provides recruitment and administrative support in promoting the range of admissions pathways offered by the University.

Reporting to the Senior Indigenous Recruitment Coordinator, you will assist in building and maintaining relationships with Careers Advisors and students. This includes coordination of outreach activities both on and off campus.

About you

The University values courage and creativity; openness and engagement; inclusion and diversity; and respect and integrity. As such, we see the importance of recruiting talent aligned to these values and are looking for an **Indigenous Engagement and Partnership Assistant** who can demonstrate:

- knowledge and experience working in the higher education industry
- experience in supporting and coordinating multiple administration projects across a complex organisation
- excellent organisation and time management skills with high attention to detail
- excellent interpersonal, verbal, and written communication skills.

Must identify as Indigenous / Must be recognised as Aboriginal or Torres Strait Islander (*please attach your confirmation of Aboriginal or Torres Strait Islander identity document to your online application. For any questions regarding this document, please reach out to natalia.barac@sydney.edu.au*).

This position is designated as involving child-related work. To undertake or remain in this position, you are required to apply for and obtain a **Working With Children Check** clearance in accordance with the *Child Protection (Working With Children) Act 2012*.

Your employment is conditional upon the completion of all role required pre-employment or background checks in terms satisfactory to the University. Similarly your ongoing employment is conditional upon the satisfactory maintenance of all relevant clearances and background check requirements. If you do not meet these conditions, the University may take any necessary step, including the termination of your employment.

For more information on the position and University, please view the position description available from the job's listing on the University of Sydney careers website.

If you have any additional questions, please contact Natalia Barac on natalia.barac@sydney.edu.au

All applications must be submitted via the University of Sydney careers website, click on the Further Information button below to view this position on our website and a link to apply.

Please note: Visa sponsorship is not available for this position.

Closing date: Closing time: 11:30 pm, Wednesday 5 May 2021.

The University of Sydney is committed to diversity and social inclusion. Applications from people of culturally and linguistically diverse backgrounds; equity target groups including women, people with disabilities, people who identify as LGBTIQ; and people of Aboriginal and Torres Strait Islander descent, are encouraged.

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The University reserves the right not to proceed with any appointment.

**CLICK FOR FURTHER INFORMATION
AND TO APPLY**