



Marketing Assistant – Rural Programs

- Assist the marketing team to develop high quality marketing and communications
- Located on the School of Rural Health (Dubbo/Orange)
- Part-Time (0.6FTE) 12 month fixed term with a base salary of \$70K p.a., (pro rata) plus leave loading and a generous employer's contribution to superannuation

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).

About the opportunity

As the **Marketing Assistant – Rural Programs** you will assist the marketing team to improve the quality and effectiveness of marketing and communications, and strengthen the image of the School in the relevant communities, including; marketing, branding, and communications campaigns/projects within the School of Rural Health (Dubbo/Orange).

Your main role will be to provide support to the Marketing and Communications Officer in their portfolio area. You'll also support the production and distribution of highly professional promotional material and reports in a variety of media; with a focus on social media and internal communications. You will be ensuring compliance is upheld with relevant legislative and regulatory controls and supports a safe working environment for all staff and students in accordance with The University of Sydney policy.

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 a **Marketing Assistant – Rural Programs** who has:

- evidence of Aboriginal and Torres Strait Islander descent
- experience in publicity, promotion, and advertising campaigns
- experience in forming and maintaining professional relationships with media organisations and preparing social media content and internal communications materials
- demonstrated knowledge and experience with social media platforms, graphic design software and technologies, photography and copyright requirements and editing skills

- the ability to adapt to a changing and evolving workplace to meet the School and University requirements
- demonstrated ability to influence and collaborate with internal staff and with external agencies to support the development and implementation of publicity activities
- skills in using information technology, including email, internet, intranet, databases and experience with Microsoft Office suite or Microsoft 365

How to apply

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.

Other:

This position is designated as 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.

All applications must be submitted via the University of Sydney careers website. Visit:

<https://sydney.edu.au/about-us/careers-at-sydney.html> and search by the reference number **1281/1020F** to apply.

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

Closing date: 11:30pm, Tuesday 24 November 2020

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**