



**AURORA**  
EDUCATION  
FOUNDATION

# internships program officer

- Internships with a social justice focus on the Indigenous sector
- Must be an expert user of Excel and especially pivot tables
- Alexandria location - Sydney

## The Organisation

Aurora Education Foundation aims to inspire every Aboriginal and Torres Strait Islander student in their journey, connect them with educational and career opportunities that enable them to realise their full potential. Supported by Aurora, students and scholars are achieving unparalleled outcomes that transform lives.

Aurora's suite of interconnected programs supports students from Year 8 right through to postgraduate study at leading overseas universities such as Cambridge, Harvard and Oxford, and beyond. Aurora programs are long-term, independently evaluated and outcome-driven.

## Benefits & Culture

Aurora is working with a new wave of Indigenous academic role models to grow the positive ripple effect through communities. The culture at Aurora celebrates these successes and fosters a narrative of excellence with regular professional development across the team. Aurora offers a values-driven, team environment of committed collegiate staff. In addition to a competitive salary, there is immediate access to salary packaging.

## The Program

Since 2006 The Aurora Foundation's Internship Program has arranged over 3000 internships nationally at over 200 organisations working in the broader Indigenous sector including Indigenous corporations, government bodies and community groups based in capital cities through to regional and remote locations.

The internship program provides much needed assistance to under resourced Host organisations as well as career opportunities for Aboriginal, Torres Strait Islander and non-Indigenous students and graduates.

## The Role

Reporting to and working closely with the program manager you will meet quality assurance and service standards by providing substantial and critical administrative and operational support for all aspects of the internship program. Success in this role will be measured by;

- Efficiency of administrative processes
- Currency and accuracy of program records
- Feedback from interns and stakeholders

## Skills Required

Ideally you have been exposed to a similar student or graduate recruitment program or volume project recruitment and program coordination. Overall you have excellent administration skills and describe yourself as a power user of Excel and especially pivot tables. Essentially you have;

- Demonstrated capability of working under pressure and meeting deadlines
- Advanced skills in Microsoft Excel and Word
- Database management and reporting skills
- Experience in maintaining / posting website content and using social media
- Exceptional attention to detail when managing data
- Strong interpersonal skills with the confidence to deal with a range of stakeholders
- Written and verbal communication skills
- Cultural competence

**Aboriginal & Torres Strait Islander candidates are strongly encouraged to apply for this position.**

**To be part of the changing conversation around what is possible in the area of Indigenous education, please send your resume and cover letter responding to the skills required above quoting reference #324787. Alternatively, call Kelly Gentle on 02 8243 0570 to discuss your interest.**

