

Administration Assistant

Job summary: *Support programs aimed at improving the health and wellbeing of regional, rural and Indigenous communities*

SEEK Categories: Administration | Administration Assistant

Location: Taree

About Us

At the University of Newcastle, our staff are curious. We think big, see opportunity and are open to ideas and ask why. We share wisdom and partner with colleagues in Australia and around the globe to create an enduring impact. And we're courageous - bold thinkers who have the confidence to take risks and to inspire change.

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Your NEW opportunity

The UONDRH delivers a number of programs aimed at improving the health and wellbeing of regional, rural and Indigenous communities within the New England, North West Slopes and Plains, and areas of the Hunter Valley and Manning Rivers regions.

Based in Taree, this full time position is fixed term until 31 December 2020.

About your NEW role

The Administrative Assistant will provide administrative and secretarial support to both Academic and Operational staff and contribute to the effective daily operations of the Manning Education Centre. The Administrative Assistant provides efficient and well-informed reception services to visitors and students of the UONDRH. In addition, this position is responsible for:

- Providing administrative support including word processing, drafting of correspondence, production of presentations, training packages and other documentation for academic/conjoint/operation staff.
- Processing student accommodation bookings and other associated tasks.
- Providing support for UONDRH staff and students delivering programs, including logistical requirements, administration and record keeping.
- Contribute to the UONDRH reporting by entering/collating student and research data.

About you

Ideally, you will have experience providing administrative, operational and student support within a busy work environment along with the ability to prioritise tasks and problem solve accordingly. As first point of contact for the organisation, your professional and positive demeanor will allow you to establish and maintain strong relationships with people at all levels.

Essential Criteria:

- A relevant TAFE certificate; or completion of Year 12, with relevant work experience; or equivalent relevant experience or combination of relevant experience and education/training;
- Highly developed interpersonal skills including the ability to participate in a team environment demonstrating clear communication and mutual respect
- Excellent word processing and typing skills
- Ability to meet deadlines
- Willingness to undertake training relevant to the workplace
- Ability & willingness to travel within the UONDRH area as directed
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

Some travel and work outside hours (overtime / weekends) may be required.

Aboriginal and Torres Strait Islander applicants are encouraged to apply.

As part of the University's commitment to increasing Indigenous employment within its workforce, this role is a targeted Aboriginal and Torres Strait Islander position. The University holds an exemption under Section 126 of the Anti-Discrimination Act 1977 (NSW) in relation to its targeted recruiting programs. Please note that both Indigenous and non-Indigenous candidates can apply, however priority will be given to Indigenous candidates who can demonstrate their Indigenous heritage by way of providing their Confirmation of Aboriginality with the completed application and successfully meet the selection criteria.

For a full job description visit <https://www.newcastle.edu.au/about-uon/jobs-at-uon/job-vacancies>

Applications for this position will only be accepted from those with Australian residency or a valid work permit.

Your NEW benefits

From a flexible working environment to discounts in private health insurance and gym memberships, we offer access to a wide range of employee benefits including salary packaging. You can learn more about these at <https://www.newcastle.edu.au/about-uon/jobs-at-uon/benefits-at-a-glance>

We provide opportunities for all people regardless of their background and experience, and this philosophy is reflected across all that we do.

The remuneration is from \$53,748 - \$61,808 + 9.5% super and is commensurate with experience.

Next steps

Click on 'Apply for this job'. Your application will be assessed on selection criteria. Read all information about the role so you understand what is required. In addition:

- Follow all directions and complete all necessary fields of the application; and
- In your selection criteria demonstrate clearly how your skills and experience meet each point and should be a maximum of four pages.

Closing date: (2 weeks from posting)