

RE: Customer Service Assistant (SportUNE)

How to Apply

Your application must be received by UNE Life People, Culture & Development by the closing date listed below. **Applications received after the closing date will not be accepted.**

Applications must be emailed to [dhiscox@une.edu.au](mailto:dhiscox@une.edu.au)

Closing Date: 5pm, Monday 4 July 2022

Your application must include the following:

* One page cover letter outlining who you are, your strengths and qualifications, and why you are interested in the role at UNE Life;
* A current resume containing details of 3 referees. At least one referee should have a thorough knowledge of your work over the past 2 years as your manager or supervisor;
* Responses to the selection criteria as detailed in the Position Description explaining how you best meet these requirements. Your examples should be based on previous performance/experience and you should clearly explain your level of involvement in the example activity, what you have done, how, why, with whom and what the outcomes were;
* Copies of current/valid qualifications required as detailed in the Position Description.

About the Application Process

After reviewing the applications, the selected candidates will be called for interviews. This process may take one to two weeks.

All applicants will be contacted when the hiring process is complete.

All queries relating to the position should be directed to Merlee Stoldt on 02 6773 1650, including if you have any questions regarding the application process.

Position Details

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| **ITEM** | **DETAILS OF OFFER** |
| Commencement date: | July 2022 |
| Type of engagement: | Fulltime |
| Position offered: | Customer Service Assistant (CSA) |
| Location of position: | SportUNE, University of New England, Armidale NSW |
| Reporting to: | Centre Manager, SportUNE |
| Modern Award Coverage: | Fitness Industry Award 2020 |
| Award Classification: | Level 3 |
| Base salary: | $ 44,380.96  Based on adult ( 21+ years) – the rate will be age appropriate if under 21  + applicable penalties |
| Superannuation Guarantee rate: | 10 % |
| Ordinary hours of work: | 38 hours per week |
| Annual & personal leave: | Entitled to accrue  Annual Leave – 20 days  Personal Leave – 10 days |
| Probationary period: | 6 months |
| Notice period: | 4 weeks preferred |
| Staff Benefits: | * SportUNE gym membership * Annual Allocation of Six (6) Belgrave Cinema Tickets * On-campus Food & Beverage 50% discount * The Shop 10% discount * Sleek Hairdressing 10% discount |