



RE: Corporate Services Officer (Admin)

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

Closing Date: 5 pm, 27 June 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 Deb Hiscox on 02 6773 2612, including if you have any questions regarding the application process.

Position Details

ITEM	DETAILS OF OFFER
Commencement date:	July 2022
Type of engagement:	Permanent – Part time
Position offered:	Corporate Services Officer
Location of position:	UNE Life HQ, University of New England, Armidale NSW
Reporting to:	People, Culture & Development Manager
Base salary:	\$ Dependant on experience
Superannuation Guarantee rate:	10 %
Ordinary hours of work:	Up to 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:	<ul style="list-style-type: none">• 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