



RE: Administration Assistant (Events)

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: 5pm, Friday 1 December 2023

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;
- 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 Andrena Rologas at arologa3@une.edu.au

including if you have any questions regarding the application process.

Position Details

ITEM	DETAILS OF OFFER
Commencement date:	January 2024
Type of engagement:	Fulltime or Part-time
Position offered:	Administration Assistant
Location of position:	UNE Life Events office, University of New England, Armidale NSW
Reporting to:	Events & Special Projects Manager
Modern Award Coverage:	Clerks Award
Award Classification:	Level 2
Base salary:	\$ 55,000.00 per annum (pro rata for part-time) (Above award)
Superannuation Guarantee rate:	11 %
Ordinary hours of work:	38 hours per week (if Fulltime)
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:	<p>Attractive package available – including:</p> <ul style="list-style-type: none"> - Discounts at UNE Life food and beverage outlets - Discounts at Hair and Beauty outlet - Gym membership at SportUNE - Membership (discounts) at Belgrave Cinema - Professional development and training - Priority access to childcare facilities (subject to availability) - Employee Assistance Program