



RE: Internship – Digital Content Assistant

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 19 January 2024

Your application must include the following:

- One-page cover letter outlining who you are, your strengths, skillset and qualifications, if applicable, and why you are passionate about the role with UNE Life;
- Statement addressing the Selection Criteria, as detailed on Position Description;
- A current resume containing details of 2 referees, including one of your current lecturers.

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 Alahna Fiveash at alahna.fiveash@une.edu.au including if you have any questions regarding the application process.

Position Details

ITEM	DETAILS OF OFFER
Commencement date:	January 2024 or as soon as practical
Type of engagement:	Part-time
Position offered:	Internship – Digital Content Assistant
Location of position:	UNE Life, University of New England, Armidale NSW
Reporting to:	Senior Manager, Marketing & Communications
Modern Award Coverage:	Miscellaneous Award
Award Classification:	N/A
Base salary:	If over 21 years of age: \$ 22.61/hour (Level 1 – first 3 months) \$ 24.08 /hour (Level 2 – after 3 months)
Superannuation Guarantee rate:	11 %
Ordinary hours of work:	21 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:	Attractive package available – including: <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 - Employee Assistance Program