



RE: Event Manager

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: 9.00am, Monday 24 November

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;
- Evidence supporting meeting the selection criteria as detailed in the Position Description;
- Copies of current/valid qualifications required as detailed in the Position Description.
- Portfolio of your events, if available

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 Rami Bahnas, ramib@une.edu.au including if you have any questions regarding the application process.

Position Details

ITEM	DETAILS OF OFFER
Commencement date:	1 December 2025
Type of engagement:	Full-Time
Position offered:	Event Manager
Location of position:	Armidale
Reporting to:	Head, Business Development & Digital Operations, UNE Life
Modern Award Coverage:	Non-Award
Salary	Commensurate to experience level
Superannuation Guarantee rate:	12%
Probationary period:	6 months
Staff Benefits:	Attractive package available – including: - Full Membership at SportUNE - Discounts at UNE Life food and beverage outlets - Discounts at Hair and Beauty outlet - Employee Assistance Program