



RE: Reception Administration Assistant

How to Apply

Your application must be received by UNE Life 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: Monday 12 October 2026

Your application should 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 2 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.

Please contact Head of People, Culture & Governance, Deb Hiscox at, dhiscox@une.edu.au if you have any questions regarding the application process, including all queries relating to the position.

Position Details

ITEM		DETAILS OF OFFER
Commencement date:		November 2026
Type of engagement:		Full-time or Part-time
Position offered:		Reception Administration Assistant
Location of position:		Armidale
Reporting to:		Head, People, Culture & Governance
Modern award coverage:		Clerks Private Sector Award 2020
Superannuation Guarantee rate:		12%
Probationary Period		6 months
Staff Benefits:		Attractive package available – including: - Discounts at UNE Life food and beverage outlets - Discounts at Hair and Beauty outlet - Employee Assistance Program - Full membership at SportUNE