

## Position Advertisement

<b>Position Title:</b>	Administration Officer (AO)
<b>Type of Employment:</b>	Full-Time/Permanent Part-Time
<b>Organisation:</b>	Christian Heritage College, Carindale QLD School of Education and Humanities
<b>Remuneration:</b>	\$30.00 - \$37.00 per hour (commensurate with the experience and qualifications of successful candidate)

### Summary

**CHC School of Education and Humanities is looking for an Administrative Officer to join our team.** If you have strong administrative and organisational skills, excellent communication, and a proactive mindset, this role could be the opportunity you have been believing for.

As the Administration Officer, you will play a key role in the day-to-day operations of the School of Education and Humanities. The successful candidate will engage well with various stakeholders, complete tasks accurately within deadlines, and competently prioritise to manage multiple tasks. As a versatile team player, you'll enjoy assisting team members in achieving shared goals. You will also highly value creating a positive experience for all students at all stages of their college journey.

### Skills/Experience

- Experience in a high-level administrative role essential.
- Self-motivated, organised, detail orientated, with excellent time management skills.
- Be able to prioritise work, work under pressure and work well autonomously as well as collaboratively as part of a team.
- Ability to anticipate needs, action required and to take initiative.
- A commitment to equal opportunity and experience working with diverse populations.
- Actively support and promote the ethos of CHC.

### Highly Regarded, but not Essential

- The Administration Officer (AO) plays an integral role to support the effective functioning of A relevant post-secondary, Bachelor level qualification
- Previous academic administrative role.

## Personal Attributes

- Active involvement in local church
- Display the fruit of a mature Christian character.
- Excellent interpersonal skills which enable effective communication with students and staff
- Willingness and ability to accept responsibility and to work with minimal direction.
- Commitment to the values, vision and strategic direction articulated in the CHC mission statement.
- Ability to prioritise competing work demands to meet internal and external deadlines.

## More Information

This position could be full-time or part-time, 4 days per week (30 hours), with a strong focus on being present for on-campus class days and events.

If part-time, working days can be negotiated with the Head of School. Evenings and some weekend work, as negotiated, may be required from time to time.

Remuneration is in accordance with the *Educational Services (Post-Secondary Education) Award (MA000075)*, rate dependent on the successful candidates' qualifications and experience.

## Apply Now

If you would like to work in a friendly environment, be part of a supportive and collaborative team; your skills and attributes meet our requirements; your values align with the ethos of CHC then we encourage you to **apply now!** Applications close 3 December 2024, *however, interviews may commence prior to this closing date.*

**To submit your application, please email the following documents to [recruitment@chc.edu.au](mailto:recruitment@chc.edu.au).**

- Cover Letter - evidencing your suitability and experience for fulfilment of the criteria specified in the position description.
- Full resume/CV including qualifications and work experience.
- Names and contact details of three referees (including a Christian pastor/minister).