Administration Assistant (Receptionist)

Selection Criteria

Thank you for your interest in the position of Administration Assistant (Receptionist) at Students’ Representative Council (SRC) University of Sydney.

We are the representative body of all undergraduate students of the University of Sydney. We are an autonomous body. As an organization run by and for students, the SRC consists of elected student Representatives, who in turn elect departmental officers. We employ a number of staff, whose terms and conditions are laid down in our Enterprise Agreement.

Services provided by us include welfare and legal advice, interest-free loans to students, a secondhand bookshop, distribution of general information on various sectors of the University, publication of various handbooks and the student newspaper Honi Soit. We also play a very active role in advocating students’ rights at both university and governmental levels.

The SRC operates a number of offices; currently these consist of a central office (at Main Campus), branch offices and a secondhand bookshop.

We are seeking an experienced person in the position of Administration Assistant (Receptionist) to work part-time (21hrs/week) in the Front Office of the SRC’s Main Campus office.

Please address each of the following selection criteria using examples from your experience and/or qualifications. Selection of candidates will be partly based on an assessment of how effectively the following selection criteria are addressed.

Description of your skills, knowledge and abilities in clearly identified groupings by criterion is preferred over general comments or submissions of curriculum vitae only.

**Selection Criteria**

**Mandatory**

1. Demonstrated ability to communicate clearly and concisely with students/public and staff members, answering enquiries and referring on where appropriate
2. Provide quality administrative support and assistance to staff and Executive members, especially in areas such as appointment handling, duplicating/photocopying documents, accurate telephone messaging
3. Demonstrated ability to multi-task and prioritise within a busy environment of constant change
4. Proficiency in computer applications, including Microsoft Office suite, email and the Internet
5. Demonstrated ability in maintaining and ordering stocks and supplies for all departments as well as keeping within spending limits.
6. Ability to use initiative and undertake clearly defined tasks efficiently, effectively and on time with minimal supervision
7. Experience in working effectively with a diverse range of people, including, but not limited to, culturally and linguistically diverse peoples

Desirable Criteria
I. Administrative experience in either the community sector or tertiary education, preferably a student organization or university
II. An awareness of issues currently affecting students
III. Understanding and commitment to the principles of student unionism and social justice
IV. Cash handling experience

*We are obliged by law to confirm an employee’s eligibility to work in Australia. Appointment to the position will be contingent upon your producing any of the following documents:*
- Current Australian or New Zealand passport OR Australian birth certificate + photographic identification
- Current passport + permanent resident visa OR Current passport + appropriate temporary resident visa

Applications should be addressed to the President and may be forwarded in the following manner:
- **Post** PO Box 794, Broadway, NSW 2007
- **By Hand** Level 1 Wentworth Building, University of Sydney NSW, off City Road
- **Email** jobs@src.usyd.edu.au
- **Fax** (02) 9660 4260

Applications close 9am sharp Wednesday 12 August 2009.
Please ensure you are available for an interview on either 12 August (between 1pm to 5pm) or 13 August (whole day) 2009.