

EXPRESSION OF INTEREST: MOREE COORDINATOR



ABOUT US

The Country Universities Centre North West is a not for profit community driven organisation, which is jointly funded by the Commonwealth Government under the Regional Universities Centre program, NSW Government, and key local support. CUC North West was established in 2019 with the aim of making tertiary education more accessible for students of all ages in the North West region. We are a part of a network of affiliated Centres across eastern Australia.

CUC North West runs as a dual site Centre, operating facilities in Narrabri and Moree. This position offers the right candidate part-time employment with some flexibility of working hours. Reporting to the Centre Manager, you will ensure the day-to-day operations of the Moree facility run smoothly and will help to grow our student numbers while promoting the CUC North West brand. You will be willing to support our current students and work with CUC North West staff to provide students with a positive and friendly experience. Salary is negotiable for the right candidate and previous experience and qualifications will form part of the negotiation process. This position is located at our Moree facility. Occasional travel may be required for professional development and functions, such as our annual Graduation celebration.

ABOUT YOU

Ideally, you will have:

- Some exposure to tertiary education. That may look like the completion (or partial completion) of a degree or workforce experience.
- Great organisational and time management skills. You can plan ahead, prioritise tasks, use your initiative, and have attention to detail to follow tasks through to completion.
- Experience working collaboratively in a virtual environment as well as in person. This position requires a significant amount of time working independently within a small, but supportive team across our two locations.
- Strong interpersonal, written, and verbal communication skills, including the ability to provide assistance to students and/or stakeholders while maintaining confidentiality.
- Some administrative experience.
- Experience with Microsoft Office packages, including Outlook, Word, Excel, and PowerPoint.
- Some working knowledge of social media platforms, and a willingness to develop and publish content for our social media sites and webpage.

The successful applicant will hold (or be willing to obtain prior to starting), a valid first aid certificate, working with children's check and a valid unrestricted drivers licence.

If this sounds like you...

Your expression of interest should include your current resume along with your one-page cover letter describing why you would be a sensational addition to the CUC North West team.

Expressions of interest should be emailed to cathy.walters@cucnorthwest.edu.au and will close 31 July 2021, however, we reserve the right to close expressions of interest early if the perfect candidate is found.