

Administrative Officer – Multi-Faith Centre, Griffith University

Reference: 494283 **Element:** Office of the Deputy Vice Chancellor and Provost

Work type: Fixed Term (3 years)

Overview: The Multi-Faith Centre is a venue where people from diverse faith, religious and spirituality traditions are welcome to deepen their understanding of their own faith and actively participate in inter-faith dialogue, education and action.

This is a fixed term (3 years), full time position based at the Nathan campus.

The role: The Administrative Officer is responsible for organising and managing functions and other special events; liaising with University, Government and Community partners; drafting correspondence, reports and other documents; assisting with operational plans and budgets; providing administrative support to the Director; and maintaining the Centre's website.

The person: You will possess an understanding of and sensitivity to a variety of religions and the needs of different religious and cultural groups; a background in executive administration ideally within a university setting; an ability to work autonomously within a framework of direction; a professional and welcoming demeanor for clients and partners and a demonstrated record of managing large and small events.

Salary range: HEW Level 5: \$55,362 - \$62,444 per annum. Salary package including 17% employer superannuation contribution: \$64,774 - \$73,060 per annum.

Further information: Obtain the position description and application requirements by clicking the following link and select "fixed term", "Nathan" and "professional/general":

<http://jobs.griffith.edu.au>

For position queries, contact Multi-Faith Centre on multi-faith-centre@griffith.edu.au.

For application queries, contact Ms Priscilla Pratap, Recruitment Officer on +61 (0) 7 3735 4627.

General staff positions (non-academic) are open to Australian residents only. To apply go to : <http://jobs.griffith.edu.au>

Closing date: 9 April 2012 4.30pm AEST.

