

## JOB VACANCY

### ACICIS PROGRAM ASSISTANT (PA)



A position has become available within the Yogyakarta office of The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS) for a Program Assistant. This is an entry-level position and would suit a recent graduate of a local university, with an interest in International Relations, Australian-Indonesian politics, English literature, education or cultural diplomacy. Please find attached the position description. Interested applicants should submit a current CV and one-page statement (in English) addressing the Selection criteria below at the latest by **Friday, 31 March, 2017**

#### Position Description

This is an entry-level position and would suit a recent graduate of an Indonesian university. The PA reports directly to the Yogyakarta Program Coordinator (YPC). Duties to be performed by the Program Assistant include, but are not limited to:

- i. The planning of program events including orientation, excursions and other activities as directed by the YPC.
- ii. Assisting new and continuing students to complete registration/ enrolment for classes.
- iii. Acting as a liaison with UGM, USD and UII. The PA is specifically assigned to ensure that all essential immigration and police registration obligations for ACICIS students are carried out.
- iv. Securing assessment reports, certificates and transcripts for students on a timely basis.
- v. Counselling students on matters of adjustment to Indonesian life, including attention to physical adjustment, Indonesian norms of behaviour and expectations regarding dress and use of appropriate language;
- vi. Assisting the YPC in providing assistance to students in routine and/or emergency medical or security procedures;
- vii. Assisting the YPC, Deputy Resident Director (DRD) or Resident Director (RD) with other tasks when called upon to do so from time to time.

#### Working Hours and Remuneration

- i. The role is full time, 40 hours per week, with the understanding that the scheduling of program events means that the distribution of hours over the period of a week may be flexible. Standard work hours are 9am-5pm, Monday to Friday, with a one hour lunch break. Occasional out-of-hours' work will be required during Orientation sessions and extra-curricular activities.
- ii. The role will be remunerated at a competitive rate, commensurate with the applicants' skills and experience.

#### Selection Criteria:

1. Completed Bachelor's Degree from an Indonesian university with a sound academic record in a related discipline (eg. International Relations; Politics; English; Anthropology; Cultural Studies etc);
2. At least one year work experience in a relevant position (administration, communication, public relations, international organization);
3. Professional level of English proficiency, and a willingness to develop this further as a part of the role;

### **Selection Criteria (continued)**

4. Computer literacy in using the Microsoft Office suite, social media applications; and Photoshop/ InDesign (desirable);
5. Excellent time management skills and the ability to prioritise a range of tasks;
6. Demonstrated cross-cultural communication skills and a willingness to learn about new cultures;
7. A team-player with a pleasant personality

In preparing your statement addressing the above selection criteria, please provide examples where possible of how you meet each criterion. Please visit our website: [www.acicis.edu.au](http://www.acicis.edu.au) to learn more about our programs and the work we do before preparing your application.

Completed applications can be emailed to: [i.kusuma@acicis.edu.au](mailto:i.kusuma@acicis.edu.au)

**Attn: Ms Ida Kusuma, ACICIS Assistant Office Manager**

Subject Heading: ACICIS PA Job Vacancy

By latest deadline: **Friday, 31 March, 2017**