

Thursday, 4 January 2018



SHORT-TERM RESEARCH / ADMINISTRATIVE ASSISTANT REQUIRED

Position Title: Research and Administration Assistant

Position Classification: UWA P&G Level 5 or Level 6, Casual Appointment

Faculty/Office: Deputy Vice-Chancellor (Community and Engagement)

School/Division: N/A

Centre/Section: ACICIS

Supervisor Title: Secretariat Manager

Supervisor Position Number: 314542

Work area

The Australian Consortium for 'In-Country' Indonesian Studies (ACICIS) is an innovative, non-profit, national educational consortium that was established in 1994 to develop and coordinate high-quality, semester-long study programs at Indonesian partner universities for Australian university students. The consortium is coordinated by a small secretariat based at The University of Western Australia and governed by a National Reference Group consisting of senior Indonesian Studies academics representing all Australian states. The main objective of the **ACICIS Secretariat** is to oversee and administer the operation of ACICIS' in-country study programs in Indonesia and to provide a central point of contact for ACICIS' member universities. The primary purpose of this role is to support the smooth operation of the **ACICIS Secretariat** by delivering timely, efficient and effective administrative support.

Reporting Structure

Reports to: Secretariat Manager

Role

As the appointee you will provide both administrative and research assistance support to the operations of the Senior Appointments Sub-Committee (SASC) of the ACICIS National Reference Group. The position is short-term casual appointment with the highest concentration of work to be conducted **between January and March 2018**. During this three-month period the appointee will need to have the flexibility to work **between 15 hours and 30 hours per week** as dictated by the needs of the Sub-Committee.

Under the direction of the Secretariat Manager, the appointee will serve as secretary to the proceedings of SASC and play a key role in coordinating the Sub-Committee's activities.

Additionally, the appointee will conduct desktop research on matters of interest to the Sub-Committee and play a key role in formulating and drafting human resource policy documents for consideration and endorsement by the ACICIS National Reference Group.

Finally, the appointee will provide administrative support to senior appointment recruitment processes conducted by the SASC in the first half of 2018.

Key responsibilities

Administration

Serve as secretary to the proceedings of SASC and play a key role in coordinating the Sub-Committee's activities.

Provide administrative support to senior appointment recruitment processes conducted by the SASC in the first half of 2018.

Research Assistance

Conduct desktop research on matters of interest to the Sub-Committee

Policy Development

Assist the SASC to formulate and draft human resource policy documents for consideration and endorsement by the ACICIS National Reference Group.

Specific work capabilities (selection criteria)

Tertiary qualification in Industrial Relations, Human Resource Management, Economics, International Development, International Relations or similar discipline (Bachelor Honours Degree minimum)

Substantial university administrative experience (preferably at UWA)

Demonstrated research experience particularly within disciplines indicated above or in the social sciences more generally

Proven ability to synthesising complex information into written materials (such as policy documents) which are clear and coherent

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Well-developed numeracy and knowledge of financial and business procedures (desirable)

Special Requirements

N/A

Further Enquiries

Interested applicants should forward a current CV and cover letter addressing the selection criteria (no more than two pages) to ACICIS Secretariat Manager, Mr Liam Prince, via email at liam.prince@uwa.edu.au with the subject heading 'Expression of Interest: 2018 Casual SASC Research and Administration Assistant Vacancy', no later than **Friday 12 January, 2018**. All enquiries about the position should be directed to the Secretariat Manager on (08)6488 6676.