

## **INFORMATION FOR APPLICANTS**

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### **Careers Administration Support**

**Start Date: 20 May 2024**

**End Date: 20 December 2024**

**Time Fraction: 1.0**

**Closing Date: 07/05/2024**

**Job number: 1412513**

#### **Instructions**

Applicants are free to structure applications in any manner they choose; however, they must include the following:

- That you address the Selection Criteria and attach a brief work history, including the names and contact details (email address and phone number) of three professional referees.
- Applications must be lodged on [Recruitment Online](#) by the closing date.

#### **Selection Criteria**

1. Demonstrated experience in offering a high quality 'service' to secondary students, particularly from Years 9-12
2. Knowledge of secondary school careers and pathway options, or demonstrated relatable experience
3. Well developed interpersonal and written skills and an ability to work with a broad cross section of a school community
4. Proven ability to work as a valuable member of a team
5. Excellent organisational and the ability to multitask and work autonomously
6. Experience in the maintenance, analysis and reporting of computerised data

#### **Further Information**

For more details regarding this position please contact Sharni Mullin, HR Manager on 9407 9709 or at [sharni.mullin@education.vic.gov.au](mailto:sharni.mullin@education.vic.gov.au)