

Personal Research Assistant

Position	Temporary position available for immediate start (by 29th March 2017) for 8 months – 4 days per week (0.8 FTE)
Salary / Benefits	Range from \$62,000 pa to \$75,000 pa Plus superannuation and salary packing options
Team/Division	Neurodegeneration Division
Qualifications and Experience	Tertiary degree in relevant scientific discipline and high level administrative support in an academic or research environment

An excellent opportunity is available for a highly-motivated individual to join an outstanding team of scientists at the Florey Institute and work within the Neurodegeneration Division at our Parkville facility. The role will primarily be responsible for providing high level administrative support with an emphasis on academic administrative support including bibliographic and scientific graphics skills.

The successful applicant will be responsible for providing high-level administrative support to Professor Colin Masters, Distinguished Florey Fellow and other senior staff, and the duties include:

- Providing administrative research support (using Apple/Mac – based systems)
- Diary and email management
- Coordination of meetings, including preparation of agendas and papers
- Preparing slides for presentations
- Assistance with preparation of scientific manuscripts, publications and grant/funding submissions
- Coordinate travel arrangements

The successful applicant will have the following skills and attributes:

- Must be proficient with Mac and a wide variety of Apple products/software
- Demonstrated excellent interpersonal skills and ability to interact effectively with a range of groups across the institute and with external stakeholders
- Excellent time management and organisational skills
- Excellent verbal and written skills

Applicants with the relevant skills and who can commence immediately should apply accordingly. All queries can be emailed to employment@florey.edu.au or visit www.florey.edu.au