

Student Coordinator

Job No: CERA83 Location: East Melbourne

Support our Research Higher Degree students through the full lifecycle of their studies - from enrolment to graduation.

Join the team at the Centre for Eye Research Australia as a Student Coordinator and become part of one of the world's leading eye research institutes. CERA conducts research to discover the causes of eye disease, find new ways to detect and prevent vision loss and develop new treatments to save and restore sight.

To learn more about our work, please visit www.cera.org.au

About the role

The Student Coordinator works closely with the Research Education Lead to manage the University of Melbourne Research Higher Degree (RHD) student administration process and support services within the Department of Surgery (Ophthalmology).

About you

To be successful in this role you will have:

- Completion of a degree or other post-secondary qualification with relevant experience, or an equivalent combination of relevant experience and/or education/training
- Proven administrative experience demonstrating organisational and planning skills, efficiency, accuracy, high level attention to detail and adherence to documented procedures
- A level of maturity and highly developed interpersonal / communication skills appropriate for a front-line service, support and advisory role occasionally involving sensitive and confidential matters
- Initiative and the ability to multi-task, autonomously manage workload and set appropriate priorities

Working at CERA

We offer attractive employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements and family friendly policies. Whilst the work is challenging, you will be rewarded by contributing to an organisation that is focused giving people living with eye disease a chance to save their sight.

How to apply

Submit a current resume and covering letter that details your interest and suitability for the role. To download the position description or apply for the role, please visit our website – www.cera.org.au

Applications Close: Tuesday 24 November 2020 at 11pm