Casual Lecture & Administration Support Staff (Non-Teaching)

Great programs run with excellent teachers and on-the-ball support staff. Many of our former students follow VCE with University studies and help our on-day program activities and administration activities throughout the year. If you would be interested in casual work, please fill in the expression of interest form below.

POSITION DETAILS	
Employer:	The School For Excellence Pty Ltd ("TSFX")
Position Title:	Casual Lecture & Administration Support Staff
Position Type:	Casual
Reports to (position title):	Operations Manager
Delegations:	NIL
Significant Working Relationships:	All TSFX staff
Date Position added:	30/01/2023
Applications Close:	Role is open as work is available throughout the year.
Commencement Date:	Weekend work from Friday 25 February 2022 for 8 weeks. On-going work will be offered to successful applicants.
Work Hours/Shifts Available	Work is available Friday 3pm – 8pm, Saturday 8am – 6pm, Sunday 8am – 6pm. Occasional/ad hoc hours available weekdays and during semester breaks for office admin work and holiday work for Lecture programs throughout the year.
Place of Employment:	In-Person lectures/classes: Elizabeth Blackburn School of Sciences, 99 Story St, Parkville. (University of Melbourne Parkville Campus) Office support: Suite 101-102, 964 Mt Alexander Rd Essendon, Vic 3040
Remuneration/Pay Rate:	$19.44/$27.21 to $27.81/$42.33 to $28.46 to $39.85 per hour + super. (Scaled on Applicant Age 18 – 20 and 21+ shown above) (Rates are Mon-Fri to Sunday hourly rate above)
Award	https://awardviewer.fwo.gov.au/award/show/MA000104

Work With Us – Link and Expression Of Interest Application

https://www.tsfx.edu.au/work-with-us/

(Tick Casual Support Staff option)

TSFX. Helping Students Achieve their ATAR Goals.

Address: Suite 101, 964 Mt Alexander Rd, Essendon, VIC, 3040
Phone: (03) 9663 3311   **Fax:** (03) 9663 3939

www.tsfx.edu.au

Postal Address: Post Office Box 75, Essendon, VIC, 3040
Email: admin@tsfx.edu.au   **ABN:** 70 066 955 128

POSITION SUMMARY

The job will involve assisting with our upcoming VCE Master Class program and subsequent Lecture programs throughout the year. Tasks include helping setup the venue, recording equipment, taking payments, admitting students into lecture theatres, unpacking/collating and distributing booklets, putting up signage, and assisting lecturers. It may involve setting up lecture theatres for the lecturer, as well as assisting with any queries or technical problems.

Office work will involve assisting with processing customer orders (data entry, pick-pack-ship of orders), monitoring live lectures, general admin work as required.

The Master Classes run late-Feb to mid-April and July to early September each year (2 x 8-week cycles).

The Lecture programs will take place during the Victorian School Holidays with morning, afternoon or all day shifts available. There is the possibility of further work after each program.

ESSENTIAL CRITERIA

Preferred applicants are enthusiastic, able to show initiative, and confident in providing a high level of customer service. You will need to be able to deal with students and teachers in a friendly and confident manner.

Applicants must have a current WWCC or agree to obtain one upon successful appointment.

Any previous experience with computer and IT equipment (laptops, microphones, overhead projectors, and AV systems.) Previous experience in customer service/retail/administration is highly regarded.

CAPABILITIES AND BEHAVIOURS

- Completed VCE or Equivalent.
- Solid communication skills both written and verbal.
- Computer savvy.
- Good proactive problem-solving skills.

- Proactive approach to work with a strong ability to self-manage.
- Strong attention to detail.
- Formatting experience desired.
- Knowledge of the VCE system desired.

TASKS AND RESPONSIBILITIES – OPERATIONS/COURSE SUPPORT

- Program Management support – assisting with program logistics, and on-day lecture coordination/delivery.
- Liaising with key stakeholders, students, and parents/customers.
- Enrolment processing and data entry (class rolls, class changes, formatting of documents/notes).
- General Administrative Support – maintaining supplies, printing, packing & sorting of learning materials.
- Adhoc project work.
- Administration support -completing delegated tasks as assigned.

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