Student Administration Coordinator

The Centre for Eye Research (CERA) is giving more people living with eye disease a chance to save their sight.

We conduct eye research with real-life impact; translating to better treatments, earlier diagnosis, health education and disease prevention, and unraveling the causes of eye disease through genetics.

Become part of Australia’s leading eye research institute as a Student Administration Coordinator.

- Part time role
- Base salary circa $80k base salary (pro-rata) plus super 9.5%
- Generous salary packaging available
- East Melbourne location

About the Role

This role manages the University of Melbourne Research Higher Degree (RHD) student administration process and support services within the Department of Surgery (Ophthalmology) and provides support for other student programs at CERA.

The position has an emphasis on excellent customer service contributing to the development of a continuous improvement culture at CERA. Working with CERA’s Research Education Lead the Student Administration Coordinator will promote a positive student experience throughout the student life-cycle (prospective students through to graduation).

To be successful in this role you will have appropriate qualifications and relevant administration experience which ideally has focused on student administration. You will be able to relate to RHD students, build relationships with them and have highly developed communication skills. This will be combined with your ability to problem solve and quickly learn new skills, systems and procedures.

Proficiency with the MS office suite is essential.

This is a part time role, of (0.6FTE) 3 days per week, with some flexibility of days worked being available to the successful applicant. For a copy of the full position description, For more details or to apply for this position please visit here

Applications Close: Tuesday 23 April at 5pm.

To find out more about the exciting research we do please visit www.cera.org.au.