



ST ALOYSIUS' COLLEGE

A Jesuit School for Boys • Founded 1879

COMMUNICATIONS ASSISTANT – SELECTION CRITERIA

1. SELECTION CRITERIA

The Communications Department has an exciting opportunity for a qualified **Communications Assistant** to join their dynamic team. Reporting directly to the Director of Communications, this role is best suited to someone at entry level looking to develop their career in Communications.

This position carries out a full range of duties as appropriate, as well as developing communications for the College channels. It also provides administrative support to the Communications Office.

Only candidates with demonstrable experience and a recent design portfolio will be considered.

Selection criteria include but are not limited to:

- Commitment to the mission of Catholic education of boys in the Jesuit tradition;
- Tertiary qualifications in Communications or a similar discipline;
- Ability to work independently and collaboratively with a team of copywriters, photographers, videographers;
- Ability to communicate effectively and present ideas to multiple stakeholders;
- Exceptional attention to detail, written and verbal communication skills (including spelling and grammar);
- Exceptional organisational skills, with proven experience in multi-tasking and managing a varied and high-volume workload;
- Ability to work autonomously, under pressure and to tight time constraints;
- Proactive, motivated, innovative and positive.

2. REMUNERATION

The position is classified under the *St Aloysius' College Milsons Point (Support and Operational Staff) Enterprise Agreement 2017* as amended or replaced. An annual salary commensurate with the skills and qualifications of the successful candidate will be negotiated.

3. HOURS/FTE

Full-time.

4. TERM

This is an ongoing position.

5. APPROXIMATE STARTING DATE

September 2020 or as negotiated.



6. ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to the HR Officer, Ms Akshata Gaonkar, at:

recruitment@stalloysius.nsw.edu.au

7. CLOSING DATE FOR APPLICATIONS

5:00 pm Friday, 14 August 2020

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

8. SUBMITTING YOUR APPLICATION

Your application should be submitted electronically to recruitment@stalloysius.nsw.edu.au, and your email Subject should be **"First Name, Surname – Communications Assistant"**.

Please include:

- cover letter (maximum 2 pages) addressing the criteria;
- Application for Membership of General Staff form;
- updated Curriculum Vitae, including:
 - qualifications;
 - experience;
 - professional accreditation;
 - three (3) professional referees, including your current employer;
- certified copies of academic transcripts.

August 2020