Administrative Assistant (Academic Dept.) - Full Time Position

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with a network of campuses in Melbourne and Sydney. We provide Business, Accounting, IT, Engineering and Networking programs, at Diploma, Bachelor and Master Level to Australian and International students.

An exciting environment with a diverse range of learners and teachers delivering high quality educational programs which result in excellent professional career outcomes. MIT offers a stimulating opportunity for a capable Administrative Assistant to utilise their experience and expertise in student services within an invigorating learning and working domain.

The Administrative Assistant is an integral part of the MIT Academic Department. The Administrative Assistant provides guidance to students, staff and other stakeholders over a range of areas. The successful candidate should have a ‘can do’ attitude and have experience working with students from diverse backgrounds and different cultures.

The Administrative Assistant is responsible for day to day academic administrative operations, over the counter customer inquiries, academic admin, recording of student credit transfers and related administrative and student engagement duties.

**You will need:** Diploma or Bachelor Degree in IT/Computing/Business. Excellent communication skills are crucial along with the ability to work independently and as part of a team.


Written applications to: The General Manager, The Angus, Level M/284-294 La Trobe Street, Melbourne Vic 3000 or via email at: hrm@mit.edu.au

Applications close on Friday 11th March 2016