

Student Support Officer, opportunity in Sydney

Key Objectives

This role is a full time position, working 5 days a week from our central, CBD campus.

Duties include:

- Supporting the academic and management teams;
- Coordinating facilities;
- Providing administration assistance & student support;
- Data entry and records management; and
- Answering phones and attending to general office duties.

The Ideal Candidate will possess the following qualities:

- Commitment to professional customer service;
- Professional
- Motivated to succeed;
- Effective written and oral communication skills, with a high attention to detail;
- Intermediate IT skills and ability to navigate the MS Office suite;
- Ability to work autonomously and within a multidisciplinary team;
- Open to working in an educational setting;
- Warm, responsive phone manner and positive attitude;
- Ability to relate to students;
- Interest in personal development, creative arts, psychology, humanities or social sciences; and
- Excellent organisation and time management
- Experience working with schools, RTO's, Higher Education and CRICOS will be highly regarded but not essential.

Don't miss out on this excellent opportunity to work within a supportive and people-focused, team environment.

Please apply by sending your resume and a covering letter demonstrating your achievements in a similar role to kelly.skiba@alg.edu.au.

About Ikon Institute of Australia ("Ikon")

Ikon Institute of Australia ABN 95 112 989 581 is an exciting and unique private higher education provider (PRV14055), part of the ASX-listed UCW Limited group.

Ikon delivers qualifications throughout Australia in the areas of counselling and psychotherapy, arts therapy and community services. Its higher education qualifications include a Diploma, Associate Degree and Bachelor of Counselling and Psychotherapy and a Diploma, Associate Degree and Bachelor of Arts Therapy. Additional undergraduate programs are currently being developed in early childhood education and care.

About UCW Limited (UCW)

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. The Company's strategy is to invest in the growth of its existing businesses, through initiatives such as campus and course expansion, while concurrently pursuing accretive acquisitions. The recent acquisition of IKON Institute of Australia broadened UCW's offering into the Higher Education sector. The Board of UCW includes directors with extensive corporate experience and a successful track record in the education sector.