



POSITION DESCRIPTION

- TITLE:** STELR Support officer
- WORK TYPE:** Part Time (0.5 FTE), three (3) year contract
- REPORTS TO:** Executive Manager STELR, ATSE Schools Program
- LOCATION:** Canberra
- APPLICATIONS CLOSE:** COB Tuesday 29 September

ORGANISATIONAL CONTEXT

The Australian Academy of Technology and Engineering (ATSE) is a Learned Academy of independent experts helping Australians understand and use technology to solve complex problems. Bringing together Australia's leading thinkers in applied science, technology and engineering, the Academy provides impartial, practical and evidence-based advice on how to achieve sustainable solutions and advance prosperity.

ATSE also runs two high-profile initiatives to support young people in STEM: STELR – a schools-based hands-on STEM education program, and IMNIS – an award-winning industry mentoring network in STEM. The education team supports STELR across more than 700 schools nationally and internationally, with digital and analogue curriculum resources, and bespoke classroom kits, to engage students in hands-on learning of science, technology and engineering.

ATSE is an inclusive employer. We encourage applications from Aboriginal and Torres Strait Islander people. We welcome applications from people with culturally and linguistically diverse backgrounds; who identify as LGBTIQ+; and people with disability.



KEY RESPONSIBILITIES

Under the direction of the Executive Manager STELR, ATSE Schools Program, support the implementation and expansion of ATSE's education programs by:

- Liaising with schools, suppliers and the ATSE finance team to support smooth administration and positive stakeholder relations for the program
- Maintaining up-to-date education program records and data bases
- Supporting the Education and Communications teams to prepare newsletters and other communications
- Assisting in maintaining records of partnerships, sponsorships and events for ATSE schools programs
- Assisting with the administration and logistics for education events and workshops
- Managing the main education email accounts and respond to education phone queries
- Working collaboratively with ATSE staff across all teams to support promotion of ATSE's work
- Supporting a thriving and inclusive workplace culture in which all staff are enabled to contribute and achieve
- Other duties as required

Key Selection Criteria

Essential Skills

1. High level of motivation, initiative and commitment, together with a demonstrated ability to manage workloads and priorities to meet organisational deadlines with limited staff support
2. At least three years' experience in an administration role in education or a not-for-profit organisation
3. Proven proficiency in the Office suite. Experience in electronic direct mail and customer relation management software preferred
4. Excellent communication skills and proven experience in stakeholder relations
5. A team player with commitment to assist and encourage others to achieve their full potential

About you

- Be a self-starter with a professional and proactive attitude who enjoys taking initiative
- Adaptable and highly motivated; goal focused
- Well organised



Desirable

- Experience within a membership based organisation

Other Job Related Information

- Occasional out of office hours work may be required
- ATSE's offices are in Canberra and Melbourne. This position is based in Canberra

To apply

Applicants are to apply through SEEK and provide a current resume with a cover letter of no more than two pages that address the essential skills in the key selection criteria.

For further information contact Peter Pentland on peter.pentland@atse.org.au