



Position Description

Department Assistant - Languages

The position of Department Assistant at Grace College, is to provide administration assistance to the Head of Languages and the department.

Responsible to: Head of Languages
Position type: Part Time Term Time
20 Hours per week Monday to Friday

Anticipated Commencement Date: 26 August 2019

Specific Requirements

Qualifications, Certifications and Work-related Experience:

- Demonstrated competence and confidence in using a personal computer and relevant software packages eg Microsoft Word and Excel;
- Knowledge and prior use of the College Administration package (TASS) would be an advantage;
- Excellent written and oral communications skills;
- Experience in planning events, including completing risk assessments (excursions/study tours etc);
- Attention to detail and flexibility essential;
- Knowledge of German/Japanese highly desirable;
- Working with Children accreditation (Blue Card) or ability to obtain this accreditation.

Important: All positions vacant advertised on the Grace Lutheran College website require the applicant to address (in writing) specific Selection Criteria that are of particular relevance to the position advertised.

SELECTION CRITERIA

1. **Ethos:** Demonstrated commitment to the ethos, Christian values and teachings of the College.
2. **Qualifications and Job-specific Skills:** Demonstrated skills and relevant qualifications to fulfil the position advertised.
3. **Interpersonal Skills:** Demonstrated personal and interpersonal skills that enhance positive relationships with all members of the community. Demonstrated willingness to work with a team leader and the supporting team to achieve the outcomes required; combining personal specialist skills with those of the team to achieve collaborative outcomes where a

team approach is necessary. Very good communication skills; in the first instance verbal, and very good written skills where required.

4. **Service Focus:** Evidence of a clear service focus; Demonstrated ability to meet deadlines within competing work demands, while maintaining excellent customer service and team harmony.
5. **Initiative and Flexibility:** Demonstrated levels of initiative, efficiency, perseverance and flexibility necessary to contribute to a learning community which values teamwork and the achievement of excellent outcomes at all levels of the organisation.
6. **Organisational Awareness:** Demonstrated commitment to the central mission of an organisation. Where there is experience in an educational institution, evidence of clear support for the educational aims of the institution as the highest priority.
7. **Personal Development:** Evidence of a personal commitment to continuous self-evaluation and lifelong learning.

Closing Date: 16 August 2019 COB 5.00pm

How to apply:

Applicants are to submit their application in writing by email or hard copy. Include a brief resume and contact details of two referees (one of whom should be your current supervisor, if possible), and a maximum two-page written response outlining your suitability for the role with reference to the *Selection Criteria*.

Address application to:

The Business Manager
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