

(Example of an ad which appeared online only)

Discipline of Obstetrics and Gynaecology

School of Paediatrics and Reproductive Health

Administrative Officer

Job Reference Number: 14886

We are seeking an enthusiastic individual to join us in the Australian Research Centre for Health of Women and Babies (ARCH) within the Discipline of Obstetrics & Gynaecology at the Women's & Children's Hospital. You will be part of a friendly supportive team and will provide a complete range of administrative services. These duties include word processing, photocopying, maintaining study registers and databases, retrieving references, filing, organising workshops and recruitment and follow-up of study participants

You should have:

- relevant experience in a busy office environment
- self motivation, with a total commitment to details, consistency, speed and accuracy in carrying out all tasks
- demonstrated ability to use initiative in problem solving
- high level of organisational skills and the ability to work well under pressure and to meet deadlines
- demonstrated ability to work independently as well as part of a team

Salary: (HEO4) \$43,172 – \$47,486 per annum.

An employer superannuation contribution of 9% applies.

This fixed-term position is available immediately until 30 April 2009.

Please refer to the duty statement and selection criteria or alternatively contact Ms Freya McDougall, telephone: 8161 7647 or email: <freya.mcdougall@adelaide.edu.au>.

Deadline: 17 May 2008

Your application must:

- include your résumé/Curriculum Vitae
- address the selection criteria
- quote the relevant reference number
- include residency status
- include the names, addresses and/or email details of three referees

Email applications to <freya.mcdougall@adelaide.edu.au> or forward in duplicate to:

Ms Freya McDougall
Discipline of Obstetrics and Gynaecology
School of Paediatrics and Reproductive Health
The University of Adelaide
South Australia 5005
