

## Scholarships Administrator

### About AIEF

*hard heads, soft hearts, capable hands*

The Australian Indigenous Education Foundation (AIEF) is a private sector led not-for-profit (NFP) organisation that empowers Indigenous students and young adults to build a future through quality education and careers. AIEF currently supports more than 500 scholars and 500 graduates.

AIEF was established to meet growing demand from Indigenous students and families for opportunities to attend leading schools and universities. In addition to scholarships, AIEF provides mentoring and career support to ensure students make a successful transition from school to further studies or employment, productive careers and fulfilling lives.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia's most influential business and community leaders.

[www.aief.com.au](http://www.aief.com.au)

### About the role

The AIEF Scholarships Team works with Educational Partners to provide scholarships which empower Indigenous students to pursue their education at some of Australia's best schools and universities.

As AIEF's Scholarships Associate you will provide administrative and communication support to the Scholarships Team, particularly related to data management, reporting, acquittals, travel and planning.

### Key Responsibilities

#### *General Administration*

- Provide administrative support for the annual payment and acquittal procedures for the AIEF Scholarship Program;
- Assist in the evaluation of AIEF programs and Educational Partners;
- Travel arrangements including flights and accommodation for the Scholarships Team;
- Expense reconciliation;
- Take minutes at meetings;
- Manage Scholarships collateral and materials; and
- General administration and data integrity checks.

#### *Relationship Management*

- Respond to scholarship enquiries from schools and families;
- Liaise with schools and stakeholders on behalf of the Scholarships Team; and
- Assist with overflow calls from reception.

#### *Data Maintenance*

- Create and maintain entries and notes in AIEF's customer relations (CRM) database, following procedures to ensure data quality and integrity is maintained; and
- Pro-actively work to ensure data completeness and integrity in AIEF's CRM database, for the purpose of reporting to Government and AIEF stakeholders.

#### **The Person**

The right person for this role will be motivated by AIEF's mission and:

- be extremely thorough and accurate with a high level of attention to detail;
- enjoy working with spreadsheets and data;
- have a proven ability to meet deadlines and work under pressure to establish priorities;
- be highly organised, productive and self-motivated;
- be analytically minded with experience handling financial distributions, budgets and/or acquittals;
- have strong communication skills and an ability to liaise effectively and professionally with a range of stakeholders;
- have a growth & learning mindset and positive, solution focused attitude; and
- be highly proficient in the use of Microsoft Excel, Word and Outlook.

This position is based in our Sydney office and travel is required as a normal part of the role.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

#### **How to apply**

Please send your CV with a one to two page cover letter addressing the first six dot points listed above under "The Person" to [jobs@aief.com.au](mailto:jobs@aief.com.au). Please also include where you saw this advertisement.

#### **Applications close Wednesday 14 November**

*AIEF values diversity in our workforce and encourages applications from candidates of all backgrounds, especially Aboriginal and Torres Strait Islander peoples.*