

# South Australian Tertiary Admissions Centre (SATAC) Information and Publications Officer

**Job Reference Number: 4967**

The South Australian Tertiary Admissions Centre (SATAC) processes and assesses the applications for tertiary courses on behalf of its four participating universities and TAFE SA. An Information and Publications Officer is sought to be part of the team providing information services to SATAC's applicants and to undertake desktop publishing tasks within SATAC, including preparation of the SATAC guides.

You should have:

- a high level of verbal and written communication skills
- sound knowledge of desktop publishing software and excellent keyboard skills
- a high level of organisational skills and the ability to work accurately under pressure
- demonstrated interest in working in direct contact with the public

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

Plus an employer superannuation contribution of 17% applies.

This continuing position is available immediately.

To obtain a copy of the duty statement and selection criteria please contact Ms Fiona Clarke, telephone: 8224 4018 or email: <fiona.clarke@satac.edu.au>

**Deadline: 14 April 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 <greg.coote@satac.edu.au> or forward in duplicate to:

Mr Greg Coote  
SATAC  
PO Box 2  
Rundle Mall  
South Australia 5000

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