



## **ABSTUDY Officer – Yirara College, Alice Springs**

Yirara College is seeking a dedicated **ABSTUDY Officer** to support our students through the ABSTUDY program. This role involves coordinating applications, ensuring compliance, managing financial processes, and working closely with families, Centrelink, and College staff to ensure students receive the support they're entitled to.

### **Key Responsibilities:**

- Working knowledge of privacy, confidentiality, and record management principles.
- Knowledge of cultural protocols and an awareness of the diversity of Aboriginal and Torres Strait Islander cultures.
- Basic knowledge of financial systems and processes, including reconciliations and reporting.
- Understanding of the ABSTUDY program, including eligibility criteria, application processes, and compliance requirements.
- Familiarity with Centrelink systems and communications processes.
- Act with the highest level of integrity, maintaining confidentiality in all College operations.
- Work cooperatively and respectfully with leadership to achieve College and departmental objectives.
- Collaborate closely with the financial consultants to support collective success in delivering financial management outcomes.
- Communicate professionally and effectively with staff, fostering a culture of respect and teamwork.
- Undertake any additional duties or projects as required, within their skill level and competence.

### **Requirements:**

- Experience in administrative support roles, preferably within a school, tertiary education, or community service setting.
- Experience managing sensitive information and maintaining compliance records
- Experience liaising with staff, families and government agencies, particularly Centrelink
- Experience working with Aboriginal and Torres Strait Islander communities.
- Financial administration experience, such as processing payments, reconciliations, or reporting.
- This is a rewarding opportunity to make a meaningful impact in a unique educational setting.

**Apply now** to join a passionate team making a meaningful difference.

Submit your Cover Letter and CV to: [Davine.Jansen@yirara.nt.edu.au](mailto:Davine.Jansen@yirara.nt.edu.au) or [HR@yirara.nt.edu.au](mailto:HR@yirara.nt.edu.au)