



Casual Research Assistant (0.4 FTE) - Monash Migration and Inclusion Centre

We are looking for a casual research assistant (2 days per week @ 0.4 FTE) to work with the Monash Migration and Inclusion Centre located within the Faculty of Arts at Monash University (Clayton campus).

About the Monash Migration and Inclusion Centre: The Monash Migration and Inclusion Centre (MMIC) takes an interdisciplinary, evidence-based approach to understanding migration and social, economic and cultural inclusion. MMIC was established in June 2018 at the Monash University Faculty of Arts. MMIC is committed to research and engagement that captures the intersections of the personal and political in the management and experience of migration and social inclusion. MMIC brings together expertise from across Monash to generate practical solutions, inform policy and engage with industry and community groups on migration, inclusion, settlement and irregular migration issues.

About the position: The position will require the successful applicant to work across a range of tasks including (but not limited to):

- Project RA work as required
- Assistance with report writing, grant applications and journal articles as required
- Assistance with planning, managing and coordinating activities for the MMIC postgraduate network
- Other administrative tasks as required to support the Centre

Applicants must have excellent written communication and social media skills, be highly organised and able to work independently and as part of a team. Preference will be given to applicants with high level communications and event management skills.

The position will be paid at Monash HEW 4, Level 4 rate. There is some flexibility with days worked, though the successful candidate will need to be on campus every Tuesday.

The Successful Applicant: All applicants must have a university degree, high level written and oral communication skills and be able to work in a fast paced environment with minimal supervision. The completion of at least a fourth year honours program is desirable as is experience in social science, media or communications or related fields.

The successful applicant will need to commence employment by April 2019.

Contact for Further Information: Please send your CV with a covering letter outlining your experience and expertise along with your academic record to Rebecca Powell at rebecca.powell@monash.edu.

APPLICATIONS CLOSE FRIDAY, MARCH 29, 2019 at 5PM AEST. INTERVIEWS WILL COMMENCE WEEK BEGINNING APRIL 8, 2019.