



## MT ST MICHAEL'S COLLEGE

UNDER THE STEWARDSHIP OF  
MARY AIKENHEAD MINISTRIES

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Mt St Michael's College is a Catholic school for young women in Ashgrove.

Applications are invited for the position of

## Administration Officer – Co-Curricular Music Part-time, term-time role (flexibility across days)

### THE OPPORTUNITY

Mt St Michael's College is a Catholic girls' school of 900 students (Years 5-12) situated in the leafy avenues of Ashgrove, 5 km from the CBD. The College maintains a tradition of academic excellence, extensive co-curricular activities, and student wellbeing programs across the school.

The Administration Officer – Music plays a key role in supporting the Music team by providing high-level administrative assistance to both curricular and co-curricular teaching staff and students. This position contributes to the effective coordination and presentation of all activities within the Music department, including performances, competitions and excursions. The role also involves regular communication with students, staff and parents to ensure all curricular and co-curricular program requirements are met.

This is a dynamic position that requires strong organisational skills and the ability to manage multiple tasks simultaneously. The Administration Officer – Music works collaboratively with colleagues across the College's administrative team, contributing to a cohesive and efficient work environment and ensuring exceptional administrative support for both staff and students.

Offered on a part-time, term-time basis (22.5 hours per week), this role allows for flexibility in hours across the five-day school week, and we are happy to work with the successful applicant to find a suitable arrangement.

### THE BENEFITS

Joining Mt St Michael's College presents an exciting career opportunity to work in a welcoming and supportive team environment.

The College offers a supportive and enriching educational environment for students in Years 5-12, based on the values of Love, Hope, Justice and Compassion. The College offers an extensive curriculum and co-curricular program and encourages the pursuit of academic excellence as well as tailored learning support for individual students.

### THE SELECTION CRITERIA

Applicants for the position are required to briefly address the following selection criteria in writing. The responses should be approximately one page, but no more than two, and be a separate document from the covering letter.

**SC1** – An understanding of and commitment to the aims of Catholic Education and the mission, vision and values of Mt St Michael's College.

SC2 – Previous experience completing administrative tasks and assisting on projects as required. Demonstrated ability to use initiative, be motivated and organised and work unsupervised.

SC3 - Technical knowledge and experience of Microsoft Office Suite including Microsoft, SharePoint, OneDrive and Teams. Previous experience with The Alpha School System (TASS) is desirable, but not essential.

SC4 – Excellent communication and interpersonal skills with the ability to work collaboratively with students and staff within a high-performing College culture.

## **THE APPLICATION PROCESS**

All applications will be considered, leading to a shortlist and followed by interviews with the Principal or other appropriate delegates. Applications will be reviewed as they are received and interviews will be held on a rolling basis. We encourage early applications to ensure consideration.

Applications should be addressed to Ms Sharon Volp, Principal and include the following documentation:

- A covering letter outlining your experience and interest in this position.
- A current resume outlining qualifications, experience, areas of special interest and the names and contact details of two professional referees.
- A written response to each of the selection criteria. This should be a separate document from the covering letter comprising a concise statement totalling no more than two pages.

Here is a link to the role description. You can also visit our College website: <https://www.msm.qld.edu.au/our-college/employment> for a copy of the advertisement, selection criteria, and role description.

Applicants should forward their application to: [hrm@msm.qld.edu.au](mailto:hrm@msm.qld.edu.au).

For further information, please contact Alexandra Quinlan on (07) 3858 4248 or email [hrm@msm.qld.edu.au](mailto:hrm@msm.qld.edu.au).

Applications will close at 9.00 am on Thursday, 16 April 2026.