

Administration Assistant

Thank you for your interest in this position.

If you have any questions after reviewing the Position Description, we encourage you to contact the School, for a conversation about the role.

- **Email:** info@dcc.vic.edu.au
- **Mobile:** 0481 162 918

How to apply

To submit an application, please:

1. Address your application to Amy Farrell, Co-Principal.
2. Prepare a separate document addressing the Key Selection Criteria outlined in the job description (no more than one page).
3. Include a current resume and a cover letter.
4. Submit your complete application by:
 - Email: info@dcc.vic.edu.au

Additional information

- **Applications close:** 5:00pm Friday 10 July 2026
- To learn more about Djerriwarrh Community College, please visit our website: <https://dcc.vic.edu.au>.