

Application Directions

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 Acting Principal, Jamie Ozga, for a conversation about the role.

- **Email:** jamieo@dcc.vic.edu.au
- **Mobile:** 0421 230 724

How to apply

To submit an application, please:

1. Address your application to Jamie Ozga, Acting 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: 5:00 PM, 09 May 2025
- To learn more about Djerriwarrh Community College, please visit our website: <https://dcc.vic.edu.au>.