



RTO Coordinator

(Full time)

- **REGISTERED TRAINING ORGANISATION**
- **SPECIALISING IN EDUCATION & TRAINING PROGRAMS FOR THE SPORT AND RECREATION INDUSTRY**

The MSAC Institute of Training (MIT) is a Registered Training Organisation (RTO) for the sport and recreation industry, providing training, consultancy and career management services designed to benefit the industry at every level.

As a business unit of the State Sport Centres Trust, we also support the training needs of three of Victoria's premier sporting facilities, the Melbourne Sports & Aquatic Centre, the State Netball and Hockey Centre and Lakeside Stadium.

The RTO role provides RTO administration and event coordination to support the MIT team, with daily duties including but not limited to:

- RTO compliance administration for AQTF and VRQA standards
- Administration of Skills Victoria funding contracts
- Student File management
- AVETMISS & SVTS compliant student database management
- accounts receivable and payable
- customer service
- administration and coordination of training courses
- event coordination for commercial venue hire
- Sports House tenant assistance
- MIT and Sports House Coordination

This role is instrumental in supporting the MIT's daily business operations via efficient training administration and coordination for the MIT's annual training calendar whilst displaying the values of SSCT's 'Developing Champions in Life' culture.

Applications Close: Friday 27th January, 2012

Further information can be downloaded from www.ssct.com.au or by contacting Michelle at employment@ssct.com.au.

Applications can be emailed to:

Michelle Jacobs – Human Resource Manager
jobapplications@ssct.com.au