



Part-time Student Scholarship Coordinator

Mannkal Economic Education Foundation has an opportunity for a motivated individual to join our team as Student Scholarship Coordinator. This is a contract role of 2-3 days per week. Flexibility is expected for busy periods.

Mannkal's mission is to showing Western Australia's future leaders how the principles of the free market can improve the lives of Australians. One of our main activities is sending bright undergraduate students to interstate conferences and international internships with like-minded think-tanks.

As our scholarship offering has expanded and interaction with the five Western Australian universities grows, we now require a dedicated position to coordinate these activities and provides support to the executive chairman and office manager.

To be considered for this role you must meet the following criteria:

- Be comfortable working in a small office environment and interacting with senior university officials as well as undergraduate students
- Possess strong organisational and planning skills
- Be flexible in terms of working hours/days
- Have an interest or basic understanding of political and economic issues and awareness of current affairs
- Be familiar with the aims of the organisation and willing to take on additional tasks
- Be self-motivated and not need constant supervision
- Have an understanding of how universities function
- Establish systems and guidelines that can be improved on annually for recurring scholarships
- Liaise with international think tanks to co-ordinate the establishment and maintenance of internships as well as the logistics for outbound student scholarship winners.

Engagement will be on a contract basis with mutually agreed set hours and days each week

Mannkal is located in a new office building in Subiaco and is close to the train station, cafes and shops.

The remuneration rate will be negotiated dependant on experience.