This guide has 2 parts

1. About this job
2. How to apply for this job

Please read all the information before you apply

To apply is when you send us information about yourself.

We use this information to find out if the job is right for you.

About the job

We are looking for a person with intellectual disability.
This is a part time job.

The days and hours you work can be flexible.

You will work up to 7 hours each week.

This could be over 1 to 2 days each week.

We have a support person that will help you with your role if you need it.

The job is at the Department of Developmental Disability Neuropsychiatry.

It is called 3DN for short.
3DN is at UNSW Sydney in Randwick, NSW.

We do research to help people with intellectual disability to have good health.

We train health workers to help people with intellectual disability.

We help to make the lives of people with intellectual disability better.

You may need to work at home using Zoom or Microsoft Teams.

We will give you everything you need to work from home and in the office.
Your new boss will be Janelle Weise.

**Things you will do in the job**

You will be working to make preventive health care better.

**Preventive health care** are things that support people to

- Stay healthy
- Get better quickly when they are sick
For more information about this role read the position description.

The job description tells you

- Things you will do in the job
- Skills you need for this job

How to apply for this job

You can apply online.

To apply online go to https://internal-careers.jobs.unsw.edu.au/ci/en/job/511031/project-administrator

You can also apply by email.

To apply by email send your application to j.weise@unsw.edu.au
When you apply please include

- A cover letter
- Tell us about your skills
- A CV if you have one

Cover letter

A *cover letter* is a short letter where you tell us

- Your name

  - Your contact information

Contact information could be an email and phone number.

Your cover letter will also include

- A bit about you
- Why you would like this job
Tell us about your skills

We would like you to tell us about the skills you have to do this job.

To do this go to the **skills and experience you need for this job** in the position description.

For each skill write down examples of skills you have that would help you do this job.

For example

- Times you have helped other people with disability
- How you have worked with a team of people in the past
If you cannot think of examples for each one that is OK.

You can tell us about skills that you would like to learn.

**CV**

A CV is also called a resume.

A **CV** has a list of

- Jobs you have done in the past
- Education you have done
A CV also has a list of

- Skills you have such as using computers
- References and their contact information

**References** are people we can contact to find out more about you.

Your reference might be someone who can answer questions about your

- Jobs
- Study
- Skills

The jobs in your CV might have been paid or unpaid.
Apply for the job by Monday 26\textsuperscript{th} September

Questions about the job

If you have questions or want support to apply for this job contact Janelle

To contact Janelle

- Call \texttt{+61 2 9065 9915}

- Email \texttt{j.weise@unsw.edu.au}
After you apply we will contact you.

We might ask you to come to an interview.

An interview is a conversation where we ask you more about yourself.

The interview could be on Zoom or face to face.

If we do not ask you for an interview we will talk to you about different ways you can support the project, if you want.