PURPOSE STATEMENT:

ANU has a reputation for quality research and education. In an exciting new initiative, global business leader in business process digitalisation, Intelledox, founded by two ANU alumni, has donated its software to the ANU. To support this donation, ANU created the Intelledox Digital Transformation Centre within the Service Improvement Group of the University. This Centre of Excellence will work closely with business areas to coordinate the design and delivery of automated and streamlined business processes with a focus on transitioning from complex manual processes to fully digitalised dynamic eForm solutions supported by seamless integration of technology.

We are seeking ‘all-rounder’ Interns to assist the broader service improvement agenda of the University. The successful candidate will have high-level interpersonal skills, an ability to work cooperatively and be highly motivated.

Interns will assist with software configuration and development, creation and maintenance of support and training documentation, business analysis, testing and technical / business support. Interns will be mentored, coached and supported through a positive practical learning experience that supports the academic endeavour and improves services across the University.

Interns will be supported in their roles by the Director, Intelledox Digital Transformation Centre who will work with any relevant academic areas to ensure assessment and reporting requirements are met (if required). Eligible interns may be able to receive course credit for their work.

Start date

- June 2018

Closing date for applications

- 15 April 2018

Working hours

- The role is casual and can easily fit around classes. Interns are expected to work a minimum of 14-21 hours each week. Additional hours may be available during university holidays.

Minimum requirements

- Later year or post graduate Engineering, Software Engineering, IT or Computing students. Applicants in earlier years who have experience working at ANU will also be considered.
- A willingness to learn and ‘muck in’ at all levels
- An ability or experience in keeping thorough records of work completed
- Strong communication skills and the ability to work as part of a team
- A general understanding of University policy, procedures and systems
- An eye for detail
- A passion for process improvement
- A fresh, fast and flexible approach to problem solving
- Experience or knowledge or a willingness to learn about the software development and testing lifecycle
Other requirements

- You are a genuine team player
- You will have high levels of energy, initiative and self-motivation
- Working knowledge of project management principles
- You have experience delivering high quality work on time
- You are results-driven and have an ability to identify issues and brainstorm solutions

If you are interested

Please email your CV and a short cover letter addressing the requirements to amanda.snashall@anu.edu.au

The University actively encourages applications from Aboriginal and Torres Strait Islander people. For more information on employment opportunities, please contact our Indigenous Employment Consultant on indigenous.employment@anu.edu.au

ANU values diversity and inclusion and is committed to providing equal employment opportunities to those of all backgrounds and identities. For more information about staff equity at ANU, visit https://services.anu.edu.au/human-resources/respect-inclusion