

Condor Performance ~ Admin Assistant Position



Condor Performance (<https://condorperformance.com/>) is one of Australia's leading Sport and Performance Psychology private practices having slowly grown from a one-person business in 2005 to what is likely to be a organisation that requires the services of 10 psychologists (full time or part time) in 2020.

Due to this we recently agreed that it was time for us to get some assistance regarding the administration of the business having done all of the 'important but time consuming work' ourselves (the actual psychologists) for the past 15 years.

With this we'll be offering one or two **psychology undergraduates** the opportunity to join the Condor Performance team to help with admin and therefore allow our growing team of psychologists to do more of what they do best - consulting 1-on-1 with athletes, coaches and other performers.

The successful candidate(s) will get unique exposure to real-world sports psychology consulting which will allow them to a) really find out if it's that they'd like to do long term and b) get a huge head start on the competition if deciding to apply to work for Condor Performance as a provisionally or fully registered psychologist later on.

What We Mean By Admin

No, it's not making photocopies nor fetching the boss coffee. The vast majority of the admin that will be required for this role is educating potential clients about the work we do. Unlike many psychologists, who simply reply to enquiries with an email containing a breakdown of their rates, at Condor Performance we literally explain the entire process over the phone. This can and should take anywhere between 30 and 60 minutes per enquiry. There are many reasons for this but the two most notable are a) the misunderstood nature of sport psychology compared with most other sub-disciplines of psychology and b) the unorthodox nature of our consulting options (whereby our clients pay a month at a time as opposed to session by session). Due to this, the successful candidates will need to either already be excellent communicators or have the ability to develop into such quickly.

Remuneration and Hours

The position is a part time employment position that requires a Tax File Number. The successful candidate(s) will start by working 8 flexible hours a week in return for \$200 (\$25 an hour). This hourly rate is in line with the kind of income most psychology students would get for unskilled work they might be doing whilst studying and therefore is designed to replace some or all of this work that - unlike the current position - does little for their professional aspirations. Superannuation contributions of 9.5% on top of the \$200 a week will be made as well. The 8 hours per week **can't** be done via a single 8 hour block and is likely to be made up of one and two hour blocks throughout the week with at least one of these "work sessions" taking place in the evening.

Essential To This Position will be permanent access to an Apple computer of sorts. Sorry, but Apple have won the war and therefore all of our documents can only be viewed / edited on Apple devices. **Useful But Not Essential** is a good understanding of most major sports.

How To Apply: Email a recent CV and short (5 mins) introductory video (in place of a cover letter) to Gareth at gareth@condorperformance.com. Please attach videos that are 15 MB or less directly to the email. Upload larger videos to Vimeo, protect them with a password and then email the link and password. We will be conducting interviews in early February 2020 so the deadline for application is **Monday 27th January**. Any questions please email Gareth, don't call.