

Position Description

Graduate Administration Officer

Created: October 2021

Reports to: Manager Student Engagement and Communication

Level of supervision: Routine supervision provided and will be provided extensive professional development opportunities by both the managers

Position type: Part time 0.6 FTE Fixed Term from 10 Jan 2022 to 15 Dec 2022

Level 2.1 (EBA currently under negotiation)

Position purpose

The purpose of this role is to assist the Manager of Student Engagement and Communication with administration and support of the Student Engagement Activities/Events.

Main tasks

General Administration tasks for Student Engagement Team

- Provide support to the team to coordinate the events and activities calendar.
- Support with events and activities task related as per the direction of Manager Student Engagement and Communication.
- Develop and maintain list of participants, stakeholders and events to support record keeping
- Offer support to Student Engagement Team with event management (including Zoom events and online platform)
- Provide support to organise stalls, induction and other marketing activities.
- Maintain correct record keeping and filing of all the evaluation reports and data to develop reports for the Board.
- Support with resource development and collating information to support the training and development activities.
- Other administration tasks to support staff with the role.

Judgement and problem solving

Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organisational knowledge.

Key Selection Criteria

Essential Criteria

- Bachelor's degree/Diploma or Certificate IV in Business Administration or equivalent.
- Knowledge and understanding of business process and administration.

- Must be a current graduate student of University of Melbourne
- Good verbal and written communication skills
- Knowledge and skills of Microsoft Office Skills
- Organisational and time management skills.

Desirable criteria

- Proficiency with Microsoft Suit
- Previous administration work in non-profit will be advantageous.

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of a Graduate Executive Administration Officer.

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Employee

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Date

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Manager

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Date