

Graduate Administration Officer

Part-time fixed term (10 Jan 2022 to 15 Dec 2022) opportunity exists for a Graduate Administration Officer to join the University of Melbourne Graduate Student Association (GSA).

About GSA

The University of Melbourne Graduate Student Association (GSA) is the independent representative organisation for all graduate coursework and research students at the University of Melbourne. GSA is led by an elected Board of 8 graduate students, and on behalf of over 30,000 constituents represents graduate student interests to the University and wider community, provides facilities and services, delivers events and activities to promote graduate student community and academic excellence, and supports 149 affiliated graduate student groups.

As the largest dedicated postgraduate association in Australia, GSA's vision is for cohesive communities that actively empower graduate students to achieve meaningful holistic outcomes and experiences. Our mission is to enable and build these communities through proactive, responsible representation and advocacy; purposeful, impactful services and support; and strong partnerships with the University of Melbourne and relevant stakeholders and agencies.

About the role

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

Please see the attached position description for more details.

Applications must include a CV, cover letter, and a response to the key selection criteria using the STAR method. Applications not including these documents will **not** be accepted.

Applications can be sent directly to jobs@gsa.unimelb.edu.au

Applications are due by the 19 November 2021, by close of business 5pm. Please include the title of the role in the email subject.

Any enquiries can be directed to Kerry on 03 8344 3802