

Marketing and Communication Officer

Part-Time (0.6 FTE) Fixed term (Until December 2022) opportunity exists for a Marketing and Communication Officer professional 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 Marketing and Communication Officer provides support and undertakes tasks to increase stakeholder engagement, communication and marketing capacity for GSA with effective and efficient communications and engagement both internally and externally, including advice and documentation to support social media, stakeholder engagement, events, publications and digital media. The role will also be responsible for creating content to support the advocacy, policy and campaign events. The role will support staff to develop comprehensive stakeholder engagement plans and support networking. The role will work with Online and Content Development Officer who undertakes the graphic design, social media and the publication functions with the Manager Student Engagement/Communication.

Please see the attached position description for more details.

Applications (including CV, Cover Letter, and a response to the Key Selection Criteria) can be sent directly to jobs@gsa.unimelb.edu.au

Applications are due by the 17th June 2021, by close of business 5pm. Please include the title of the role in the email subject.

Any enquiries can be directed to Lisa Hadaway on 03 8344 3802 (Monday – Friday, 9am – 5pm only)