**Executive Assistant and Governance Support Officer**

Part -time fixed term (Until 2023) opportunity exists for an experienced EA and Governance Support 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*

This position aims to provide high-level executive administrative support to the Chief Executive Officer (CEO) and support GSA in ensuring good governance practices. The position works in collaboration with the GSA Board and other GSA managers through the adoption of best practice meeting management and administrative workflows.

**Key Selection Criteria**

* High level administrative and organizational skills, including the ability to meet deadlines under pressure while ensuring accuracy and quality.
* High level communication and negotiation skills, including the ability to communicate verbally and in writing in a clear and concise manner.
* Demonstrated understanding of organizational and/or committee governance, including the ability to interpret and advise on complex rules arising from policy and procedures.
* Proven ability to work effectively in a team and apply strong initiative and personal judgment to solving problems with minimal supervision.
* Demonstrated interpersonal skills, including tact and diplomacy, the ability to maintain confidentiality and the ability to liaise effectively with a wide range of people on complex and sensitive issues.
* A demonstrated commitment to the highest levels of service.

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](https://www.linkedin.com/pulse/becoming-star-using-technique-abhishek-somani). Applications not including these documents will **not** be accepted.

Applications can be sent directly to [jobs@gsa.unimelb.edu.au](mailto:jobs@gsa.unimelb.edu.au)

Applications are due by 30th June 2022, by close of business 5pm. Please include the title of the role in the email subject.

Any enquiries can be directed to Maddy Sawant on 83440603