



Australian National University Students' Association (ANUSA)

Level 2, Di Riddell Student Centre, University Avenue
Kambri, Australian National University, Acton 2601
sa.admin@anu.edu.au
(02) 6125 2444

POSITION DESCRIPTION

Title ANUSA Administrative Assistant

Level ANU03.1 Casual (\$49.21 per hour including casual loading) plus 12% super

Role Under the general direction of the ANUSA General Manager, the ANUSA Administrative Assistant undertakes a broad range of administrative tasks relating to the day-to-day activities of the Association.

Duties

Operational

1. Be the first point of contact for all ANUSA inquiries including general reception duties, responding to phone, email and face-to-face inquiries and referring inquiries to relevant ANUSA staff where required
2. Assist with the provision of high-quality administrative support within the ANUSA offices to ensure efficient and effective:
 1. Diary management for the ANUSA Legal Service and Student Assistance Team
 2. Support for ANUSA's Executive portfolio groups, providing administrative assistance as appropriate
 3. Administrative and diary support for the General Manager & Finance Manager
3. Assist with day-to-day functioning of the office spaces and BKSS including maintenance requests, food and supplies ordering, rostering and general upkeep and cleanliness

General Standards

4. To always respect the democratic structure of ANUSA and maintain the highest standards of integrity and impartiality
5. To always maintain the highest standards of care to students and staff
6. To abide by ANUSA's constitution, policies and procedures and to comply with directions given by senior staff
7. To demonstrate good cross-cultural awareness and a commitment to equity, inclusiveness and the aims of a student organization
8. Undertake other duties as required by ANUSA, consistent with the level of the position and the work of ANUSA



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Selection Criteria

- Demonstrated interpersonal skills and the ability to communicate effectively verbally and in writing with a diverse range of people including people from diverse cultural and language backgrounds
- Demonstrated administrative skills including proficient use of Outlook, Word & Excel
- Ability to work within a diverse team of staff and students in a dynamic environment
- Possess good organizational and time-management skills
- Highly proactive and a great problem solver
- Excellent attention to detail
- Previous customer service or administrative experience, particularly in a university or Not-For-Profit environment will be highly advantageous
- Previous reception & diary management skills will be advantageous
- Be a current student of the ANU through 2025
- Empathy with students as a client group and with the aims of a student union

This is a casual job share position with expected hours of 10-15 hours per week, Monday to Friday.

How to Apply

Applications, comprising a CV and statement addressing the Selection Criteria, should be sent to sa.admin@anu.edu.au by 5pm on Monday 2nd June 2025. Informal queries about the role may be directed to Eleanor.boyle@anu.edu.au. Applicants who do not submit a response to the selection criteria may not be considered for the role.

Note: This is an ANUSA position and terms and conditions are as per the Student Associations of the Australian National University Enterprise Agreement 2019 (or subsequent ANUSA agreement).