



Title: ANUSA Programs & Events Administrator

Purpose Statement

Under the general direction of the ANUSA Community Life Officer, the ANUSA Programs & Events Administrator is the first point of contact for ANUSA clubs and Student Extracurricular Enrichment Fund (SEEF) matters and assists with the delivery of ANUSA's community building programs and events.

Position Dimension and Relationship

ANUSA is the peak representative body for all ANU students. It provides a range of services and programs aimed at providing support for the specific needs of students in relation to their studies and daily life. ANUSA is run by students for students and represents ANU students both collectively and individually.

The Association's staff, supervised by the General Manager, are a dedicated team working closely with the elected officers of ANUSA to provide high quality services to ANU students.

Main Duties and Responsibilities

Administration & Information Handling

1. Coordinate and minute SEEF meetings, including agenda & document preparation and distribution and minute-taking of proceedings.
2. Update and maintain SEEF & Clubs records and prepare budget reports for review by ANUSA.
3. Administration of SEEF and Clubs correspondence including email, phone and in-person/online meetings as required.
4. Administration, review and assessment of SEEF and club grant applications & preparation of spreadsheets for payment processing by ANUSA Finance Manager.
5. Information gathering, review and processing of club and SEEF grant applications using ANUSA's club software.
6. Maintain records according to relevant ANUSA policies, collating data and preparing reports as required to assist in evaluating and improving service delivery.

Strategic

7. Acquire and maintain knowledge of key relevant stakeholders within ANU.
8. Contribute to and support ANUSA project management activities that implement strategic directions and quality improvement recommendations and provide feedback for ongoing development of policies and procedures.
9. Maintain up-to-date knowledge of ANUSA's internal policies and procedures.



Operational

10. Compile data for Community Life Officer to assist with identification of new ways to support ANUSA's community building programs and activities.
11. Administer ANUSA Clubs and SEEF programs as directed.
12. Assist with planning and delivery of ANUSA events as directed.
13. Undertake other duties as required by ANUSA, consistent with the level of the position and the work of ANUSA.
14. Draft reports for the ANUSA Community Life Officer and other staff as required.
15. Undertake other duties as required by ANUSA, consistent with the level of the position and the work of ANUSA.

General Standards

16. Maintain high standards of ethics, confidentiality, empathy with students, and a culture of continuous improvement.
17. To always respect the democratic structure of ANUSA. The post-holder will be expected to aspire to the highest standards of integrity and impartiality.
18. Aim to maintain the highest standard of care to staff and students at all times.
19. To abide by ANUSA's constitution, policies and procedures and to comply with directions given by senior staff.
20. To demonstrate good cross-cultural awareness and a commitment to equity, inclusiveness and social justice.

Selection Criteria

1. Relevant administrative experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in assessing applications against a regulatory framework.
3. Demonstrated high-level written and oral communication skills including excellent attention to detail.
4. Demonstrated good knowledge & experience of Excel and other Microsoft Office programs
5. Demonstrated interpersonal skills and the ability to communicate effectively, both verbally and in writing, with a diverse range of people, including those from other cultural and language backgrounds
6. Demonstrated ability to work within a dynamic team of professional staff and students.
7. Empathy with university students as a group and with the aims of a student union



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

Details of employment

Employment will be under the STUDENT ASSOCIATIONS OF THE AUSTRALIAN NATIONAL UNIVERSITY ENTERPRISE AGREEMENT 2019 (ANUSA Enterprise Agreement). The rights and obligations of this position are set out in the above Enterprise Agreement.

Type of Employment: Ongoing

Employment Status: Level ANU04.1. \$81, 694 per annum (pro rata) + 17% superannuation

Hours: 0.5FTE (17.5 hours per week). Flexible working hours by agreement with General Manager.

Start Date: By agreement with General Manager

How to Apply

Applicants should submit a CV **and** a statement addressing points 1-7 of the Selection Criteria to sa.admin@anu.edu.au by 9am Friday 28.11.2025. Applicants who do not submit a response to the Selection Criteria may not be considered.

Questions regarding the role may be directed to the ANUSA General Manager at Eleanor.boyle@anu.edu.au or the ANUSA Community Life Officer at sa.community@anu.edu.au