



## Position Description: Shut Up and Write Coordinator

**Title:** Shut Up and Write Coordinator

**Organisation:** Australian National University Students' Association (ANUSA)

**Classification:** ANUO3.1 (Casual)

**Wage:** Professional Casual Level 3.1 - \$51.706 per hour (including casual loading) at time of writing.  
Plus 12% superannuation.

**Hours:** Casual position.

**Responsible to:** General Manager

The Coordinator will facilitate the effective delivery of the *Shut Up and Write* (SUAW) program. This role is subject to the maximum funding allocation of the SUAW program budget and work availability.

### Primary Duties of the Role:

#### Project management, administration, communication and stakeholder management:

- Responding to and actioning enquiries from students including administering the ANUSA SUAW email inbox;
- Organise venues and refreshments, if applicable. Liaise with venue providers and refreshment providers;
- Regularly update SUAW social media pages with content approved by the ANUSA Communications team;
- Liaise with ANUSA Communications' Officer to advertise and inform students about SUAW, including via ANUSA social media channels, the ANUSA newsletter and printed publications.

#### Liaison and collaboration with the SUAW facilitation team, the ANU Graduate Research Office, ANUSA staff and the ANUSA Executive:

- Participate in inductions, training and upskilling;
- Ensure all ANUSA and ANU policies and procedures are adhered to;
- Ensure all SUAW-specific policies and procedures are adhered to. Coordinate feedback from ANUSA and GRO and update policies and procedures as needed;
- Attend meeting with the SUAW facilitation team, the ANU Graduate Research Office, ANUSA staff and/or ANUSA Executive as needed;
- Raise concerns and propose solutions related to the SUAW program in a prompt and collaborative manner;
- Respond to all communications from these parties in a prompt and accurate manner.



**Budget and inventory management:**

- Use allocated budget for its intended purpose of facilitating the program;
- Liaise with ANUSA Finance Manager to regularly monitor and report on expenditure;
- Follow all ANUSA financial regulations;
- Arrange all necessary purchases, including catering.

**Facilitation of SUAW sessions:**

- Ensure the SUAW team facilitates SUAW sessions regularly throughout the year. Aim to hold a minimum of 2 sessions per week, with a minimum session length of 3 hours. Aim for these to be at consistent times and lengths. If directed by ANUSA staff, you may hold longer and/or more frequent sessions;
- Liaise with ANUSA staff to arrange a roster for SUAW program facilitation and the completion of all other duties of the role;
- Punctual and consistent attendance of all rostered SUAW sessions;
- Facilitate SUAW sessions in accordance with training and all policies and procedures

**General**

- Comply with all ANUSA policies and procedures, in particular the code of conduct, conflict of interest, confidentiality, work health and safety and behavioural policies at all times.
- Undertake other duties as required by the ANUSA General Manager, consistent with the classification level of the position.



# Selection Criteria – Shut Up and Write

## Program Coordinator

1. Demonstrated ability to plan, organise, and deliver recurring programs, preferably in an educational, student-led, or community context.
2. Demonstrated ability to manage program logistics such as scheduling, venue bookings, attendance monitoring, and resource allocation.
3. Excellent Communication and Interpersonal Skills
4. Familiarity with structured writing techniques, such as the Pomodoro method, goal-setting strategies, or evidence-based writing productivity tools.
5. Empathy with students as a group and with the aims of a student union
6. Demonstrated administrative and digital literacy Skills
7. Applicants should be an enrolled ANU HDR candidate for 2026.

### **How To Apply**

Please submit a CV and statement addressing the selection criteria to [sa.admin@anu.edu.au](mailto:sa.admin@anu.edu.au) by 9am on Monday 5<sup>th</sup> January 2026.

**Applications after this date will not be accepted.**

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