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 Student Space Team Member

Level ANU01.1

Remuneration $42.02 per hour including casual loading. 14% superannuation.

Role Under the close direction of the ANUSA Vice-President & General Manager the ANUSA Student Space Team Members maintain the operations of the Student Space and attend to the needs of ANUSA.

Duties

1. Answering face-to-face, phone and email enquiries from students and student groups and referring enquiries to relevant ANUSA staff where required
2. Manage:
    a. Delivery of the ANUSA free breakfast & other associated programs to ANU students;
    b. Monitor & maintain Mutual Aid program stocks and other free supplies;
    c. Monitor & maintain the ANUSA Parents' Room;
    d. Assist with ANUSA Union Pantry and Student Bites programs
3. Maintain accurate inventory records for the Student Space and alert ANUSA Administrative staff of low stock levels in a timely manner.
4. Open, close, maintain a high level of cleanliness of the BKSS to Food Safety standards and organise the Student Space as required.
5. 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.
6. Undertake other duties as required by the ANUSA General Manager, consistent with the classification level of the position.

Selection Criteria

- Well-developed written and verbal communication skills including proficient use of Microsoft Office
- Experience working within a diverse team
- Possess good organisational and time-management skills
- Highly proactive and a great problem solver
- Previous customer service, hospitality, retail or administrative experience will be advantageous
- Be a current student of the ANU through 2027
- Empathy with students and with the aims of a student union
- Availability to work shifts between the hours of 8am and 8pm, Monday to Friday
- Hold, or be eligible to hold, an ACT Working with Vulnerable People (WWVP) card

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This is a job-share position. Applicants should be able to commit at least 10 hours per week to the position.

How To Apply

Please submit a CV and statement addressing the selection criteria to sa.admin@anu.edu.au by 9am on Monday 30th November, 2026.

Applications after this date will not be accepted.

Note: This is an ANUSA position and terms and conditions are as per the ANU Student Association Enterprise Agreement 2024-2027.