



## **Orientation Week Coordinator Positions Open**

ANUS is looking for up to two very passionate, creative and dedicated Orientation Week Coordinators. Applicants should be willing to make a valuable contribution to ANU life and campus culture, through working as part of the team organising ANUSA's largest week in our Semester 1 calendar!

### **Orientation Week Coordinator Role Description**

The Orientation Week Coordinators will work with the support and under the supervision of the ANUSA Community Life Officer, ANUSA Clubs Officer, the ANUSA Executive and ANUSA staff members, to help deliver the largest social week of Semester 1. Working as part of a highly collaborative team, the successful applicants will, under the supervision of the ANUSA Community Life Officer, assist with the creative design and delivery of Orientation Week.

The role supports a successful Orientation Week in 2024, is directed and supervised by the Community Life Officer, and focuses on assisting the Clubs Officer in the following areas:

- Working with the ANUSA Executive Team and the Clubs Officer in relation to vision and developing a theme for the week
- Planning events for the week, and undertaking associated administrative work for those events
- Preparing risk management documents
- Working with ANU stakeholders through the event approval process
- Assisting with the delivery of Market Day as required
- General administrative tasks in relation to the planning of the week
- Working with the ANUSA Communications Officer to advertise and market the week
- Working closely with the ANU to ensure all events comply with relevant campus rules and regulations.



## Australian National University Students' Association (ANUSA)

Level 2, Di Riddell Student Centre, University Avenue,  
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### ***Further Information***

ANUSA is particularly interested in finding Orientation Week Coordinators with previous event management experience as well as experience in engaging with a diverse range of students. Experience planning events on ANU campus will also be highly valuable. We want to ensure our Orientation Week events program can cater to all students, including international, undergraduate, postgraduate and HDR candidates to foster a sense of community and belonging at the start of the new Semester.

The Orientation Week Coordinators will be required to follow the policies and regulations of the Association, including the Procurement Policy and the Code of Conduct Policy. The Coordinators will also be provided with briefings on relevant legal and financial information.

The Orientation Week Coordinators will work under the supervision of, and report directly to, the ANUSA Community Life Officer (CLO). The CLO will assume the role of team manager and provide oversight of progress to the Clubs Officer and larger ANUSA team, as well as guide the Orientation Week Coordinators through the operational organisation of the week.

The role requires commitment over November, December, January and February, as well as early March for handover and debriefing. Applicants with limited availability in January or February may not be shortlisted.

The role offers valuable opportunities for successful applicants to develop skills in areas such as leadership, project and risk management, budgeting, marketing, event management and effective communication.

### **Orientation Week Coordinator Hourly Rate**

Orientation Week Coordinators will be employed by ANUSA as casual staff members and paid an hourly rate of \$42.24 (which includes applicable casual loading) at ANU02.1 level.

### **Application Process**

**Internal applications are now open and will close at 11:59pm on Monday 16<sup>th</sup> October 2023.**

**Late applications will not be considered.**

## Application Content

### Applicants must include the following in their application:

- A cover letter of no more than 2 pages outlining:
  - Suitability for the role (by addressing the selection criteria below)
  - Past event management experience
  - Vision for Orientation Week 2024. Strong focus should be placed on highlighting your vision for Orientation Week in your cover letter
- A resume of no more than two pages

## Selection Criteria

### Essential Criteria:

- Current student of ANU and member of ANUSA for the tenure of the role
- Strong availability from November to February, including being in Canberra for the January/February period. Full availability in the week of Orientation Week: Monday morning (12<sup>th</sup> February 2024) to Friday evening (16<sup>th</sup> February 2024) inclusive
- Demonstrated ability to assist in planning, budgeting, publicising and monitoring events
- Highly proactive and a great problem solver
- Ability to work effectively in a team and demonstrate initiative
- Ability to work with a broad range of people from diverse backgrounds
- Willingness to take direction from the ANUSA Executive and Staff members
- Empathy with students as a client group and with the aims of a student union
- Strong written and verbal communication skills

### Desirable Additional Criteria:

- Ability to develop risk assessment and management plans (RAMPs)
- Experience working with clubs, residential halls and ANUSA Departments
- Experience planning events whilst working with ACT GOV and ANU rules and regulations
- Working knowledge of ANUSA and its programs and activities
- Creative and able to materialise ideas into themes and art for the week
- Demonstrated proficiency in Microsoft Office Suite of programs including Word, Excel and Outlook

***Please email applications to [sa.admin@anu.edu.au](mailto:sa.admin@anu.edu.au) and title your email 'Orientation Week Coordinator Application - (Your Name)'***