



POSITION DESCRIPTION

Title ANUSA Clubs Administrative Assistant

Level ANU03.1 Casual (\$42.44 per hour) plus super

Role

Under the general direction of the ANUSA Operations Manager, the ANUSA Clubs Administrative Assistant undertakes a broad range of administrative tasks relating to the day-to-day activities of the Association and the Clubs program.

Duties

1. Be the first point of contact for ANUSA enquiries including general reception duties, responding to email and face-to-face enquiries and referring enquiries 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 support for the Financial Controller
3. Undertake administrative functions associated with the Clubs program
4. Using the Clubs information platform, ensure all required information is obtained to allow timely processing of club affiliation and funding requests
5. Assist in developing resources to support the Clubs program
6. Provide general assistance to Clubs in connection with the ANU functions approval process
7. Comply with all ANUSA policies and procedures, in particular those relating to confidentiality, work health and safety and equal opportunity
8. Undertake other duties as required by the ANUSA Operations Manager, consistent with the classification level of the position

Selection Criteria

- Possess well developed written and verbal communication skills including proficient use of the Microsoft Office suite
- Enjoy working within a dynamic team of professional staff and students
- Possess good organisational and time-management skills
- Highly proactive and a great problem solver
- 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 undergraduate student of the ANU through 2022
- Empathy with students as a client group and with the aims of a student-led member organisation

This is a casual job share position with expected hours of 10-12 hours per week.

Additionally, applicants should be available to work from January 2022.

How to Apply

Applications, comprising a CV and statement addressing the Selection Criteria, should be sent to sa.admin@anu.edu.au by Monday 9am 15 November.

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