



POSITION DESCRIPTION

Title

ANUSA Student Space Team Member

Level

ANU01.1 (\$33.65 per hour including casual loading)

Role

Under the close direction of the ANUSA Vice-President & Operations 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 (clubs) and referring enquiries to relevant ANUSA staff where required
2. Manage;
 - a. Student Space sales, including coffee, snacks and ANUSA merchandise;
 - b. Hire of equipment and Student Space venue booking requests for affiliated Clubs;
 - c. Provision of the ANUSA free breakfast & other associated programs to ANU students
3. Maintain accurate inventory records and order supplies for the Student Space as directed
4. Open, close, clean and organise the Student Space as required
5. Comply with all ANUSA policies and procedures, in particular those relating to confidentiality, work health and safety and equal opportunity
6. 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 student representatives
- Possess good organisational and time-management skills
- Highly proactive and a great problem solver
- Previous customer service or administrative experience will be advantageous
- Be a current student of the ANU through 2022
- Empathy with students as a client group and with the aims of a student-led member organisation
- Availability to work shifts between the hours of 8am and 8pm, Monday to Friday

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 11.59pm on Wednesday 22nd June 2022. 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.