

Position Description

Job Title:	Event Casual
Business Group:	Student Involvement
Section:	Clubs & Volunteering
Reports to:	Student Engagement Coordinator
Location:	UNSW Kensington Campus
Date Revised:	May 2022

POSITION SUMMARY

Event Casuals aim to facilitate and encourage engagement with all the events Arc offers. These events range from activities aimed to create an active campus and student community, to actively supporting the student body.

As an Event Casual you would be responsible for assisting with facilitating events, such as Stress Less Week; Green Fest, Welcome Welcome and many more.

KEY TASKS & ACCOUNTABILITIES

- Comply with Arc Workplace Health and Safety (WHS) policy and procedures to actively participate in the achievement of a safe working culture.
- Demonstrate behaviour in accordance with Arc @ UNSW values and Code of Conduct.
- Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements.
- Maintain an awareness of Arc's environmental policies and procedures minimising the impact of Arc's business on the environment.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

- High attention to detail with proven organisational skills and the ability to manage time effectively;
- Well-developed oral and written communication skills;
- Event and project management skills;
- An understanding of University student's needs and an ability to effectively incorporate these to enable and achieve student enrichment;
- Previous involvement in other Arc or campus activities;

- Strong ethical and professional work attitude
- Knowledge of WHS and Ethical Practice, along with the ability to apply these principles in the workplace.

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Manager

Student Engagement Coordinator

Reporting to this Position:

Nil.

KEY RELATIONSHIPS

Internal

- Venue & Events Manager
- Events & Activities Coordinator
- Deputy Director of Student Services
- Marketing & Membership Department
- Sport Development Coordinator
- Sport Development Administrator
- Business Development Manager
- Director of Sales

External

- UNSW staff
- UNSW students

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.