

Position Description



Job Title:	Student Engagement Administrator
Business Group:	Student Involvement
Section:	Orientation
Reports to:	Volunteering Manager
Location:	UNSW Campus, Kensington
Date Revised:	June 2022

PRIMARY OBJECTIVE

The Student Engagement Administrator's primary objective is to support Arc's aim to offer the most diverse and comprehensive Clubs & Volunteering opportunities to the students of UNSW is met. This is done assisting in the delivery of orientation events and activities and supporting the Volunteering Manager with engagement programs ensuring the delivery of Wellness and International opportunities as well.

KEY TASKS & ACCOUNTABILITIES

- Project-manage tasks as required by the Director and Deputy Director of Student Engagement, and Head of Volunteering.
- Provide administrative assistance to the Director and Deputy Director of Student Engagement, and Head of Volunteering for example with;
 - Recording of transactions, financial accruals and budget management
 - Writing reports and grant applications
 - Research
- Support student staff
 - Support a number of Program Coordinators (casual student staff members) in achieving their development goals
 - Assist all Program Coordinators to achieve their program goals
 - Support other student staff members to complete their duties
- Volunteer Admin Tasks
 - Reporting on Volunteer participation and organising Volunteer recognition
 - Planning and execution of Volunteer Training
- Prepare and provide volunteers to provide services and programs, including:
 - Arc Goes To...
 - Culture Café
 - Wellness
 - Orientation events including

- O-Week, and Arc's long standing Yellow Shirts program
 - Spring O-Week, at the beginning of the third term
- Maintaining the Department's web pages, social media and promoting the department and its programs to the student body
- Relationship Management with external stakeholders and other Arc Departments
- Have a thorough and working knowledge of Arc policies and procedures relating to clubs and grants and Arc's Volunteer programs.
- 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

Essential

- Experience supporting volunteers;
- Experience working in activities or event co-ordination;
- Excellent oral and written communication skills;
- High attention to detail with proven organisational and administration skills and the ability to manage time effectively and meet deadlines;
- Demonstrated project planning skills, including experience in planning, overseeing and finalising the completion of projects;
- Proven interpersonal skills and the ability to positively engage with many different types of people especially UNSW students;
- Demonstrated competent use of Windows, with Intermediate skill competence in Office 365;
- Demonstrated passion and enthusiasm about student life on campus, non-academic programs and services offered to students at Arc @ UNSW;
- Knowledge of Workplace Health and Safety (WHS) and Ethical Practice, along with the ability to apply these principles in the workplace.
- Strong ethical and professional work attitude

Desirable

- Proven understanding and experience in cultural diversity issues, awareness, promotion and advocacy;
- Experience running orientation activities;
- Experience with Salesforce

- Experience with Mailchimp
- Experience with video editing
- Experience with Clubs (or similar organisations);

(The below table can be adjusted based on the Position)

<u>AUTHORISATIONS</u>	
Department Manager _____	Direct Manager_____
Signed _____ Date __/__/__	Signed _____ Date __/__/__
Corp Services Manager _____	Employee_____
Signed _____ Date __/__/__	Signed _____ Date __/__/__