

<b>Position Title:</b>	<b>Administrative Support Officer</b> Community Bank Swinburne Advisory Board
<b>Employment Type:</b>	12 months contract position Approx. 6 hours per month
<b>Location:</b>	Swinburne University of Technology, Hawthorn Campus
<b>Job Classification:</b>	SUE 1.1
<b>Salary:</b>	\$33.29 per hour
<b>Benefits:</b>	17% employer superannuation contribution
<b>Reports to:</b>	Community Bank Swinburne Advisory Board Co-Chairs, and General Manager, Swinburne Student Union

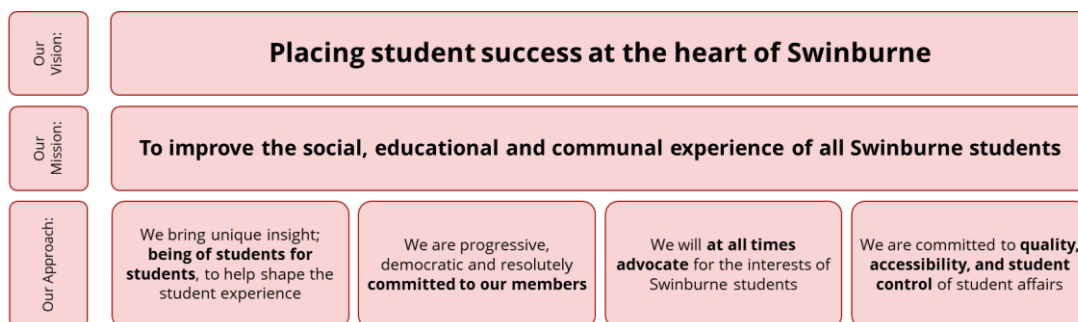
### About Swinburne Student Union

First incorporated in 1983 and with history dating back to 1971, Swinburne Student Union (SSU) is an independent Incorporated Student Association and ACNC registered charity delivering services, events and representation for all students enrolled at Swinburne University of Technology.

Through agreement with the University, SSU receives annual funding via the Student Services and Amenities Fee (SSAF) and generates further independent revenues through key partnership, commercial and membership based services and activities.

Structurally, SSU is comprised of a Council of elected student directors who employ a team of professional staff members led by the General Manager. A core objective of Swinburne Student Union is to ensure students remain at the heart of decisions that affect student experiences and success at Swinburne.

### Strategic Framework



### Position Summary

The purpose of this position is to provide administrative and secretarial support to the Community Bank Swinburne Advisory Board.

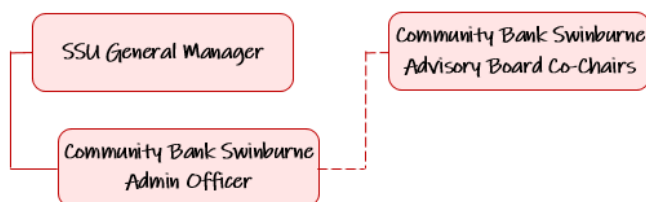
### Role responsibilities

1. Preparation of the agenda for monthly Board meetings
2. Collating and uploading of any papers to the SharePoint site
3. Attending all meetings
4. Recording minutes and actions from the meetings
5. Any other Board support activities as required

## Selection Criteria

<p><b><i>Knowledge / Skills</i></b></p> <ul style="list-style-type: none"> <li>• Excellent administrative and written communication skills, including experience in producing public-facing documents and summarizing critical information and decisions</li> <li>• Excellent digital literacy skills, including the ability to manage and produce clear and concise information across a variety of digital platforms</li> <li>• Excellent planning and organisational capabilities, including the ability set and achieve key milestones and administrative objectives, while balancing a number of priorities</li> </ul>
<p><b><i>Experience / Qualifications</i></b></p> <ul style="list-style-type: none"> <li>• Previous relevant administrative experience, and</li> <li>• Demonstrated progression toward completion of a Degree or other appropriate qualification</li> </ul>
<p><b><i>Personal Characteristics &amp; Capabilities</i></b></p> <ul style="list-style-type: none"> <li>• Achieves Excellence and Results - Achieves strong outcomes through striving for excellence and delivering outstanding results with energy and enthusiasm</li> <li>• Collaborates and Consults - Works collaboratively both with internal peers, and more broadly across key external stakeholders, to achieve mutual goals</li> <li>• Communicates and Influences - Expresses information clearly and persuasively, with ability to tailor message to influence people and decisions.</li> <li>• Customer Service and Advice - Provides an efficient, courteous and timely service and gives valued advice that strives to exceed stakeholder and user expectations.</li> <li>• Manages Self - Aware of own strengths and limitations, adapts approach to varying requirements, and demonstrates positivity and personal resilience under pressure.</li> <li>• Planning and Organising - Ensures goals are achieved to agreed expectations through the effective management of plans according to priorities.</li> <li>• Teamwork - Helps others and shares ideas, provides constructive feedback and upholds values and behaviours.</li> </ul>

## Operational Chart



## For further information, please contact:

Mr Matthew Posetti  
 General Manager, Swinburne Student Union  
 0437 59 59 00  
 gm@ssu.org.au