



POSITION DESCRIPTION

Position title:	Campus Activity Coordinator
Department:	Student Programs
Reporting to:	Programs Manager / International Programs Manager
Supervises:	Volunteers
Employment Type:	Casual
Classification:	Level 2 University of Sydney Union Industrial Agreement 2001
Conditions:	up to 10 hours per week, May include some weekends and nights as dictated by business requirements

Purpose

This role plans, develops and delivers events that make campus life more exciting for students. These roles work closely with each other, the wider Student Programs team and other internal and external USU stakeholders.

The Campus Activity Coordinators will be involved in the programming, planning, execution and evaluation of a diverse range of events including, but not limited to stakeholder liaison, on site event coordination and marketing.

Some of the interest areas (portfolios) the events covered by these roles include:

- Wom*n Students
- Postgraduate Students
- Environment & Sustainability
- Wellness programs
- International Students
- Queer Students
- Interfaith programs
- USU Monthly Markets

In order to ensure that the program of events each year is relevant, these roles will liaise with various student groups on campus, either directly or through the USU Board Directors who hold the relevant Board portfolios.

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Co-ordination of campus events	Liaison with relevant stakeholders (such as students, members, USU employees and University staff) to develop annual program of events that engage with students to provide the best student experience	Stakeholder involvement and satisfaction. Increased participation. Professionally run, safe events that meet the needs and desires of respective

	<p>Creating and reviewing event runsheets</p> <p>Liaising with external stakeholders such as caterers, venues, audio/visual, function hire services and University Departments to ensure effective resourcing for events.</p> <p>Coordination of campus events, programs and activities to ensure successful outcomes.</p> <p>Coordination of student programmed events including but not limited to: Queer, Wom*ns, Wellness, Sustainability, International, Interfaith and Post Graduate.</p> <p>In liaison with the Programs Manager, work within allocated budget</p> <p>Utilise existing measurement and feedback (e.g. customer satisfaction and post event reporting) mechanisms</p> <p>Completing post-event reports and evaluations. Provide recommendations for continuous improvement.</p> <p>Ensuring event service invoices are accurate</p>	<p>groups and communities on campus</p> <p>All work conducted within budgets.</p> <p>Positive/constructive/useful feedback; demonstrable growth in skills; responsiveness to metrics.</p> <p>Post event reports completed within two weeks of each event; make recommendations to continuously improve events.</p>
Marketing	<p>Assist in the coordination and execution of marketing plans for all programmed events</p> <p>Liaison with the Marketing Department to ensure that all appropriate marketing channels/opportunities are used.</p> <p>Developing design briefs and concepts for marketing collateral</p> <p>Writing content for social media posts to build excitement about the events and increase social media sharing and engagement</p>	<p>Marketing deadlines met. All marketing collateral delivered on time</p> <p>Appropriate use of and adherence to all USU and marketing policies and procedures</p> <p>Comprehensive design briefs and collateral developed</p> <p>Increase in social media post engagement metrics and “sharing”</p>
Development of unique programs that meet the different needs of the student body	<p>Work with existing stakeholder groups to promote diversity and inclusiveness in student engagement programs</p> <p>Proactive engagement and consultation with Board portfolio holders and community groups both on and off campus to help shape the program of events</p>	<p>A wide diversity of students engage in the programs/events</p> <p>Positive feedback and measurable growth in participation</p>

<p>Volunteer Management</p>	<p>Provide meaningful opportunities for members of the USU V Team. This involves consulting with the Volunteer Program Coordinator to brief them on events and developing relevant and enticing roles for student volunteers.</p> <p>Ensure that positions are seen by students as a great opportunity to work in a dynamic environment.</p> <p>Provide the Volunteer Program Coordinator with role descriptions for available volunteer roles</p>	<p>Positive feedback from students</p>
<p>Work Health & Safety (WHS) Leadership</p>	<p>Ensure all work is conducted in a safe manner</p> <p>All WHS policies, procedures and instructions are complied with</p> <p>All incidents and hazards are reported immediately to the Manager and People & Culture Department</p> <p>Ensure the correct usage and maintenance of safety devices and personal protective equipment</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p> <p>Incidents are investigated and appropriate documentation is immediately forwarded to People & Culture</p>
<p>Demonstrate commitment to the department and USU as a whole</p>	<p>Show a willingness to assist others – both within own department and in other areas.</p> <p>Forthcoming with ideas.</p> <p>Interacts well with team.</p> <p>Performs other reasonable duties as requested by Supervisor</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/ suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

Essential Criteria

- Currently studying for Bachelor's degree or higher (ideally at Sydney University)
- Experience in event planning
- High level written and verbal communication skills
- Ability to prioritise, multi-task and meet overlapping deadlines
- Ability to work both independently and as an effective, committed and enthusiastic team member

- Ability to use basic budgeting principles to develop and/or maintain program budgets
- Organisational and time management skills
- Intercultural proficiency - demonstrated understanding of the campus climate as it relates to cultural identities that include race, ethnicity, country of origin, age, religion, gender identity, sexual orientation, physical ability, and socio-economic status
- High level of attention to detail in all aspects of work
- Proficient in the use of Windows operating systems
- Proficient in the use of Microsoft programs including Word, Excel, Outlook
- Ability to determine appropriate usage of social networks, blogs, wikis, and emerging communication technologies to market events and programs
- Ability to work flexible hours as occasional evening work may be required
- Commitment to Equal Employment Opportunity and Work Health & Safety.

Desirable Criteria

- Experience developing and reviewing event runsheets
- Experience acting as first point of contact for suppliers at events or functions
- Understanding of and involvement in the USU Clubs and Societies program
- Volunteering experience (ideally with USU)
- Student or youth event program development experience
- Understanding and experience of student organisations in a university environment
- Current provisional or above NSW drivers' licence
- Experience in staff/volunteer supervision
- Knowledge of WHS issues relevant to work activities and work area.
- Knowledge of safe work procedures and WHS training relevant to work activities and work area.

Physical Requirements

Required frequently: sitting

Required occasionally: standing, walking, bending, reaching, lifting above shoulder height, lifting up to 15 kilograms.

Compiled by: Programs Manager Date: September 2019

Authorised by: People & Culture Coordinator Date: September 2019

Current Employee Signature: _____ Date: _____