

Position Description

Job Title:	Clubs Administration Officer
Business Group:	Student Engagement
Section:	Clubs
Reports to:	Clubs Coordinator (Administration)
Location:	UNSW Campus (Kensington) and home-based/remote, as directed
Date Revised:	August 2024

POSITION SUMMARY

The Clubs & Volunteering Department serves students through volunteer programs, Clubs, courses and activities. The Clubs Administration Officer's core function is to inspire and support students to engage and participate in a wide variety of non-academic interests and activities (particularly through involvement with Arc-affiliated Clubs), including those that will help students develop practical skills outside their academic life. The Clubs Administration Officer works closely with the Clubs Coordinator (Office & Administration Coordinator) to achieve the role's key tasks and accountabilities (see below), in addition to working closely with other staff within the Clubs & Volunteering team.

KEY TASKS & ACCOUNTABILITIES

Support Arc-affiliated Clubs

- Work closely with Clubs Coordinator (Office & Administration Coordinator) to provide the best possible outcomes for the Clubs Department;
- Respond professionally and succinctly to club enquiries via email, social media, in person or via phone;
- Assist Clubs with enquiries relating to booking and grant applications and other Arc procedures;
- Process grant applications;
- Assist with processing Club affiliation & reaffiliation applications;
- Assist with the organisation and implementation of AHEGS recognition for club executives;
- Assist with administration tasks and maintenance of the Clubs Space;
- Maintenance of club documents and databases, as required;
- Maintenance of the Clubs Storeroom;
- Have a thorough and working knowledge of the Arc policies and procedures relating to Clubs;
- Attend to tasks and enquiries during scheduled shifts, either in the Clubs Space or remotely, as directed; and,
- Provide support to Club activities as required by the Clubs Manager or Clubs Coordinator (Office & Administration Coordinator).

Support Departmental Operations

- Assist with other Clubs & Volunteering Department events and activities as required, including O-Week, International Markets and the Club Awards Dinner;
- Promote Arc Clubs to the student body;
- Willingness to undertake other related duties as reasonably requested by the Clubs Manager, Clubs Coordinator (Office & Administration Coordinator) or

required by the Department;

- 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

- Experience with Arc-affiliated Clubs;
- Excellent oral and written communication skills;
- Demonstrated competent use of Windows 10 or 11, with intermediate skill in Microsoft Office applications;
- High attention to detail with proven organisational and administration skills and the ability to manage time effectively and meet deadlines;
- Proven interpersonal skills and the ability to positively engage with many different types of people, especially UNSW students;
- Appreciation for cultural diversity issues, awareness, promotion and advocacy;
- An understanding of university student needs and an ability to effectively incorporate these to enable and achieve student enrichment;
- 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

Supervisor

Clubs Coordinator (Administration)

Manager

Clubs Manager

Reporting to this Position:

Nil

KEY RELATIONSHIPS

Internal

- Clubs Officers
- All Arc Staff

External

- UNSW Students, particularly Club Executives
- UNSW Staff

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.