

Position Description



Job Title:	Administration Coordinator (Clubs)
Business Group:	Clubs
Section:	Student Engagement
Reports to:	Clubs Manager
Location:	UNSW Campus, Kensington
Date Revised:	October 2024

POSITION SUMMARY

The core function of the Administration Coordinator (Clubs) is to coordinate the administrative requirements and day to day functions of the Clubs Department enabling Arc to support, engage and develop the students of UNSW through supporting over 350 student-run Clubs.

The position works within the Arc Clubs department, supervising student staff, working alongside and coordinating other fulltime staff, and supporting the Clubs Manager. The Administration Coordinator (Clubs) also assists with or leads other projects undertaken by the Department, as required.

KEY TASKS & ACCOUNTABILITIES

- Clubs Administration
 - Review and streamline administration process to increase efficiency and effectiveness both for clubs and the Arc Clubs team while maintaining the critical outcomes of those processes.
 - Responsible for the Clubs affiliation and reaffiliation process and EGM approval process and ensuring all Clubs documents are processed in a timely manner (with support from the rest of the Arc Clubs team).
 - Have a thorough and working knowledge of Arc policies and procedures relating to Clubs, grants, bookings and the Clubs Handbook.
 - Coordinate Arc Clubs team to maintain and update all club related forms, records and processes, including website information and posters to ensure they are all current.
 - Develop and maintain relationships with relevant stakeholders, especially within UNSW, including Estate Management, Faculties and Schools.
 - Maintain club documents and databases and retain thorough records, as required by the Clubs Manager
- Coordinate and Mentor Clubs Support

- Ensure that the Arc Clubs team provides clubs with support, information and documentation on room bookings, affiliation, grants, and policies, and perform these duties as needed.
- Mentor and supervise casual student staff (including participating in recruitment), allocating tasks, scheduling shifts, and providing support and training to complete their duties.
- Coordinate the review and processing of grant applications from clubs, including making any recommendations on adjustments to comply with budget requirements.
- Oversee and manage the organisation and implementation of Arc Clubs' AHEGS recognition and the badging system for Arc club members.
- Provide advice to clubs regarding their tax obligations, exemptions and reporting requirements, as needed.
- Facilitate Club activities as required by the Clubs Manager.
- Provide training to student staff as required by the Clubs Manager.
- Responsible for services in the Clubs Space
 - Coordinate members of the Clubs team and provide support to Clubs in the Clubs Space, particularly answering phone, email, walk in enquiries, and scheduled consultation sessions.
 - Coordinate communication between staff to ensure effective, efficient, and consistent services for Clubs and other students through the Clubs Space.
 - Maintaining office systems, equipment, and resources and ensuring the Clubs Space is kept clean, neat and tidy.
- General Department Support
 - Assist in preparing reports and financial documents, research, and other administration support for the Board and its subcommittees as requested by the CEO, Clubs Manager, or Director of Student Engagement
 - Project-manage tasks as required by the Clubs Manager, or Director of Student Engagement.
 - Assist with Clubs Department events, activities and projects as required, including Orientation Week.
- Comply with all Work Health and Safety (WHS) policies and procedures of UNSW as well as Arc@UNSW and take reasonable care to ensure the actions and omissions do not impact the Health and Safety of others in University and work place.
- Perform all Arc required Cultural & Behavioral Competencies in satisfactory level.
- 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

- Proven experience developing and streamlining existing administration processes and procedures
- Passion for Campus life and a desire to maximise it at UNSW through student Clubs.
- Proven interpersonal skills and experience, ability to work with and positively engage with many different types of people, especially students in a student-oriented environment;
- Proven experience in student support and administration.
- High level oral and written communication skills including proven skills in relationship building;
- High attention to detail with demonstrated project planning skills, including experience in planning, overseeing and finalising the completion of projects on time;
- Demonstrated competent use of Windows OS, with Advanced competence in Microsoft Office applications (particularly Microsoft Word and Excel);

DESIRABLE CRITERIA

- Experience with student Clubs (or similar organisations), especially at UNSW
- Proven experience drafting, reviewing and establishing new policy and procedures.
- Working knowledge of finance, including tax, accounting and auditing and how to apply this.
- Proven understanding and experience in cultural diversity issues, awareness, promotion and advocacy;
- Experience using Visual Basic for Applications (VBA) with Microsoft Excel
- Experience using CRM software, especially Salesforce & Formstack.
- Proven experience establishing and training others in administrative procedures
- Knowledge of Workplace Health and Safety (WHS) and Ethical Practice, along with the ability to apply these principles in the workplace;
- Current Working With Children Check
- Current NSW Drivers Licence (at least Provisional)