

Position Description



	Job Title:	Event Coordinator
Business Group:	(Orientation)	
Section:	Student Services	
Reports to:	Volunteering	
Location:	Director of Student Programs and Wellbeing	
Date Revised:	UNSW Kensington Campus	
	August 2024	

PRIMARY OBJECTIVE

To effectively manage and deliver comprehensive orientation programs at UNSW, ensuring a seamless and engaging transition for first year students while enhancing the university experience for all students. This role involves leading the largest orientation event in the southern hemisphere alongside multiple smaller scale orientation weeks and events, managing a dedicated volunteer program with rich history, and coordinating a wide range of university-level initiatives. The successful candidate will possess strong event and people management skills, extensive experience in large-scale event execution, and a passion for fostering student life and community engagement.

KEY TASKS & ACCOUNTABILITIES

- Plan and execute Arc & UNSW's O-Week each term, maintaining our offering as the largest of its kind in the southern hemisphere (Term 1: 40,000 attendees, Term 2: 5,000 attendees, Term 3: 15,000 attendees)
 - Project manage and coordinate all aspects of the event including but not limited to site, safety, schedule, timelines, budget, user experience, stakeholder management, etc.
 - Collaborate with all internal Arc departments to drive their presence and involvement across the weeks, including rostering and briefing staff.
 - Innovate and improve services and operations to enhance the orientation experience
- Plan and execute Launch Week each term: a weeklong orientation event post O-Week aimed at re-engaging current students and re-activating campus.
 - Lead Launch Week centrally, managing overall vision, site, safety, budget, schedules, both internal and external stakeholders etc.
 - Organise Arc departments to drive their presence and involvement across the weeks, including rostering and briefing staff.
 - Innovate and improve services and operations to enhance the orientation experience
- Oversee the orientation volunteering program (Yellow Shirts). The Yellow Shirts are a team of 200 volunteers that are recruited, trained, and managed with the sole purpose of facilitating O-Week and putting first years first. Specifically overseeing:
 - Volunteer recruitment, training, and management.
 - Internal program operation and long-term strategy.
 - Budget allocation and reporting.

- Mentor, coach, and manage the Yellow Shirts Coordinator, an experienced student casual who supervises and organises the Yellow Shirt volunteers and program more holistically.
- Expand Arc's orientation presence across the first few weeks of each term through continued development of the Campus Compass program, wayfinding assistance and tour expansion.
- Maintain a strong partnership with UNSW Onboarding and Transition
 - Attend regular Work-In-Progress meetings with the goal of alignment and holistic orientation improvement.
 - Continue to establish Arc as a key deliverer of orientation activities, cementing our role in UNSW's strategy and aspiration of a 'relentless orientation'
- Coordinate university level orientation initiatives, embedding Arc in UNSW students onboarding journey including being the point of contact and organiser of stalls, activities, and speakers at university events. These include but are not limited to:
 - UNSW Official and Faculty Welcomes.
 - Higher Degree Research Welcomes.
 - Canberra Campus Welcomes.
 - Riverina Campus Welcomes.
- Coordinate university level pre-orientation initiatives, priming targeted potential students to have familiarity with Arc and student life more broadly, as they start their orientation journey. These initiatives would involve organising, speakers, stalls, or activities for the following non-exhaustive list of events:
 - UNSW College UEEC Welcomes and onboarding events
 - Gateway/ STARTS Welcome events
 - Nura Gili programs
 - Future Students Open Day
 - Future Students Info Day

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

- Demonstrated experience in planning and executing large-scale events (10,000+ attendees on a NFP budget)
- Passion and commitment to the primary objective and student life holistically.
- Strong proven project management skills, including the ability to coordinate multiple aspects of events such as site management, safety protocols, scheduling, budgeting, and stakeholder engagement.
- Excellent relationship building, collaboration and communication skills, with the capacity to work effectively with diverse internal and external stakeholders.
- Demonstrated ability to coach and mentor young adults in the areas of project management, events management, people management;
- Demonstrated passion and enthusiasm for student life on campus, non-academic programs and services offered to students by Arc @ UNSW;
- Demonstrated competent use of Windows, with Intermediate skill competence in Office 365.
- Proven understanding and experience in cultural diversity issues, awareness, promotion and advocacy.
- Thorough knowledge of Workplace Health and Safety (WHS) and risk management practices.
- Strong ethical and professional work attitude.

DESIRABLE CRITERIA

- Experience in the University sector
- Experience organising orientation activities
- Full Driver's License

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Manager

Director of Student Programs and Wellbeing

Reporting to this Position:

Yellow Shirts Coordinator (casual)

KEY RELATIONSHIPS

Internal

- Marketing & Membership Department
- Clubs Department
- Venue and Events staff
- Student volunteers
- Other Arc Staff as appropriate

External

- UNSW Onboarding and Transition
- UNSW Estate Management + Grounds staff
- UNSW Security
- UNSW Future Students
- UNSW College

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.