



# Position Description

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<b>Job Title:</b>	Sports Administration Officer (Clubs)
<b>Department:</b>	Student Services
<b>Section:</b>	Sport
<b>Reports to:</b>	Sports Manager (Clubs & Precinct)
<b>Location:</b>	UNSW Campus Kensington
<b>Date Revised:</b>	August 2024

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## Primary Objective

The Sports Officer role is varied and may include (but not limited to):

- Providing administration assistance to the Sport Manager (Clubs & Precinct)
- Research, development and implementation of club governance systems and programs
- Administration assistance for the sport department

Arc Sport Staff are there to inspire, inform and encourage students at UNSW to be involved in any and all of the sport, health, and well-being opportunities available to them. They are also there to champion the sport department for Arc at the university.

## KEY TASKS AND ACCOUNTABILITIES

- Provide exceptional customer service in every aspect of the role
- Answering club specific emails if not too specified
- Saving AGM/EGM/Affiliation documentation
- Support during Annual Funding and Grant Processes
- Assist with club financial processes using Commbiz
- Maintaining Sport Club Contact List
- Implementing Training modules for Sport Clubs
- Sending Weekly Club Updates out to Sport Clubs
- Other tasks as outlined by the Sport Manager (Clubs & Precinct)
- 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 the work place;
- Perform all Arc required Cultural & Behavioral Competencies in satisfactory level

## **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

### **ESSENTIAL CRITERIA:**

- Undertaking a tertiary qualification at UNSW
- Proven experience in customer service
- Willingness to be accountable, responsible, reliable, and work unsupervised
- Demonstrated experience of working with students

### **DESIRABLE CRITERIA:**

- Excellent oral and written communication skills
- Knowledge of sport, health, and well-being initiatives at UNSW
- Knowledge of a variety of sports
- Involvement in a UNSW Sport Club
- Experience in Microsoft Office software, including Outlook, Word, and Excel

## **POSITION RELATIONSHIPS**

### **REPORTING RELATIONSHIPS**

**Report to:** *Sports Manager*

**Direct Reports:** *Nil*

### **KEY RELATIONSHIPS**

#### **Internal**

- Sport Department

#### **External**

- UNSW Staff
- UNSW Students
- UNSW Sport Clubs

*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.*