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| POSITION DESCRIPTION | Murdoch Guild |
| POSITION TITLE | STUDENT ENGAGEMENT COORDINATOR |
| DEPARTMENT | STUDENT PROJECTS |
| CLASSIFICATION | Level 4.1 - $73,081.92p.a. [pro-rata]  Part time: 4 days per week (30hrs) |
| FIXED TERM CONTRACT | 1 year |

# POSITION OBJECTIVES

* Coordinate and support the development of the network of student-led clubs and societies engaging with the Guild.
* Coordinate and support the planning and implementation of a diverse range of Guild activities and events for students.
* Oversee the coordination of Volunteering Ventures.

# ORGANISATIONAL RELATIONSHIPS

***Reporting to:*** General Manager

 Projects Manager

**EXTENT OF AUTHORITY:**

This position operates under the supervision of the Projects Manager within established policies and guidelines of the Murdoch Guild. This position can make recommendations regarding the position’s direction and scope but is bound to operate within established and prescribed procedures.

**KEY RESPONSIBILITIES:**

**Clubs & Societies / Events**

* In partnership with the Digital Media Officer, coordinate all logistical aspects of Guild events including layout, setup, utilities and any other special practical requirements.
* Take direct responsibility for the delivery of events servicing the Guild Associations (Postgraduate, International, Mandurah campus); consult with all relevant stakeholders in order to maximize student satisfaction and participation, and overall effectiveness.
* Assist students in establishing and managing their own clubs and societies at Murdoch University, providing advice and resources as required while working within prescribed policy and budgets.
* Maintain accurate records of all registered clubs and societies.
* Actively promote student participation in campus life through club participation and other opportunities.
* Develop and maintain working relationships with key University staff and external stakeholders.
* Co-ordinate specific projects, conduct research or undertake other duties as required.
* Keep adequate records to maintain the efficient functioning of the position.

**Volunteering Ventures program**

* Liaise with community organisations to plan suitable volunteering events for students.
* Develop promotional marketing material around the volunteering events.
* Run and/or help run volunteer induction workshops for events where necessary.
* Develop the on-campus volunteering program to engage students and support Guild events with volunteers.
* Design and implement student feedback to improve volunteering experiences.
* Coordinate and design strategy for the promotion of the program to students both internally and externally and across multiple mediums.
* Maintain records of program attendance by participants.
* Develop administrative processes and procedures to facilitate the coordination of events.
* Manage online and in person event registrations.

# SELECTION CRITERIA

# *Essential*

* Tertiary qualifications in a relevant discipline, or equivalent knowledge gained through other means.
* Relevant experience in the coordination of community groups, events and activities, preferably in the not-for-profit sector.
* Experience in the coordination of events, handling risk management and other official considerations.
* Knowledge of the volunteer sector in Western Australia.
* Previous experience in volunteer management.
* Strong written and verbal communication skills.
* High level IT skills, particularly in the use of Microsoft Excel.
* High level written and verbal communication skills.
* Sound organisational and time management skills.
* Availability for an early morning start (7-7:30am) on a Thursday.

***Desirable***

* Experience/knowledge of the tertiary education sector.
* Experience working with database software.
* Current first aid certification.
* Graphic design skills.
* Full and current WA driver’s licence.

**This position description has been reviewed and is confirmed as correct:**

**Responsible Guild Officer:**

Signature ……………………… Title ………………………………. Date …………………

**Position Supervisor:**

Signature ……………………… Title ………………………………. Date …………………

**Position Occupant:**

Signature ……………………… Date ……………………….

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