



St Mark's College

POSITION DESCRIPTION

Position Title:	Administrative Assistant
Reports To:	Director of Centenary Engagement
Key Relationships:	Head of College, Director of Centenary Engagement, Business Manager, Events Manager & Executive Officer, Office Assistant
Position FTE/type:	Part-time 0.6 FTE
Term:	Three years (renewable)
Salary:	\$65,000 - \$75,000 FTE commensurate with experience

SCOPE

St Mark's College is a residential university college at which university students live and learn together in a residential academic community. It aims to offer them the best all-round educational experience, focussed on their academic progress, personal growth, and well-being.

The primary function of this role is to provide organisational and administrative support to the Director of Centenary Engagement, whose role is to lead the planning of the 2025 College Centenary, and to develop and maintain strong relationships throughout the St Mark's College community. The Administrative Assistant will provide the administrative support associated with public relations, fundraising, marketing, Centenary activities, and stakeholder engagement.

The secondary function is to staff the front desk for one day per week (currently Fridays), providing a welcoming and professional first impression of the College, while also performing a wide variety of day-to-day administrative and operational duties, as required.

The ideal person for the job will have a warm, organised, and adaptable approach, with previous experience performing a wide variety of administrative and stakeholder engagement duties.

DUTIES AND RESPONSIBILITIES

ADMINISTRATION, ORGANISATION AND COMMUNICATIONS

- Undertake administrative functions such as filing, typing, photocopying, and scanning.
- Maintain electronic and hard copy filing systems.
- Manage data entry and record keeping relating to Centenary activities.
- Extract information and create reports from the College database.
- Assist with content and editing of communications.
- Take accurate minutes at relevant meetings.
- Preparation and distribution of communications.

- Update content on College website and social media platforms
- Assist with the preparation of presentations and presentation materials using PowerPoint, Publisher, Photoshop, and other design programs.
- Cataloguing of photographs and centenary collateral in consultation with the Archivist.
- Assist with the planning and execution of fundraising and friend-raising events.
- Assist with administrative and preparation aspects of merchandise and memorabilia.
- Liaise with external providers.
- Greet and welcome visitors.
- Provide other administrative support to the Director of the Centenary Engagement, as required.

FRONT DESK – .2 FTE (or as required)

- Staff the front desk, usually one day per week and when otherwise required, providing a welcoming, helpful, and professional first point of contact for all students of, and visitors to, the College.
- Provide administrative support, as required, to ensure the smooth and efficient management and administration of the College front office.
- Receive and transfer all incoming calls and distribute messages to staff and students promptly and accurately.
- Distribute mail and parcel deliveries to staff and residents.
- Issue residents with room keys via the Saflok software program and/or StarRez database.
- Order stationery and office supplies if required urgently.
- Prepare the daily 'Late/Early Meals' sheet.
- Replace the daily server 'back up' disk.
- Other duties as directed by the Head of College, and Business Manager.
- Perform the primary duties of the role at the front desk, as time permits.

KNOWLEDGE, EXPERIENCE AND SKILLS

- Demonstrated knowledge of office management systems and procedures.
- Demonstrated knowledge of a CRM database.
- Proficiency in Publisher, Photoshop (or other equivalent creative software) is highly desirable.
- Intermediate to advanced knowledge of Microsoft Office, particularly Word, PowerPoint, Excel and Outlook.
- Superb written and oral communication skills, with excellent grammar and punctuation and a strong attention to detail.
- Ability to produce data and written reports and present information accurately, quickly, and logically.
- Process driven, with fast and accurate data entry skills.
- Flexible attitude for changing priorities in a fast-paced work environment.

PERSONAL CHARACTERISTICS

- Well-presented, friendly, positive, and warm disposition.

- Genuine interest in stakeholder engagement and high customer service standards
- Ability to work collaboratively, as a valuable member of a team.
- High level of emotional intelligence, respect for others, honesty, and tolerance.
- Highly organised, efficient, with an ability to problem solve when required.
- Ability to prioritise and multi-task, while remaining flexible.
- Strong work ethic, reliability, integrity, and consistent work attendance record.
- Willingness to learn and adapt to new systems and processes.
- A strong sense of confidentiality and discretion.

WORK, HEALTH & SAFETY

All staff are required to take reasonable care for their own health and safety, and that of other personnel who may be affected by their conduct, and to comply with the College's Health, Safety and Wellbeing Policy, as amended from time to time, and other policies.

TERMS & CONDITIONS

Part-time 0.6 FTE, including:

- 0.2 FTE being one full day to cover the front desk (currently Friday), and
- 0.4 FTE days can be worked across four days (to be negotiated).
- Superannuation paid at the legislated rate (currently 10.5%).

Standard office hours are 9.00am to 5pm, 30-minute lunch break.

APPLICATION PROCESS

Please apply via Seek <https://www.seek.com.au/job/68363741> with your resume and a cover letter specifying relevant experience and why you wish to be considered for this role, addressed to Carol Atkinson, Events Manager and Executive Officer.

For further information please phone Carol Atkinson on 8334 5600.

Applications close at 5pm on Monday 10th July 2023.