

Position Description

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Position	Administration Assistant	Location	St George, occasional travel to Dirranbandi
Reports to	Centre Manager	Employment type	Casual, up to 15 hrs
Direct reports	NA	Approved by	Chair, CUC Balonne

Purpose of the role

To provide a high level of administrative support to CUC Balonne and assist with a student satisfaction driven approach.

Key Duties

Coordinate day to day operations of the Centre including set up/pack up for functions, general cleaning and shopping as required.

Respond accordingly to enquiries regarding the CUC Balonne and short courses.

Liaise with RTO's to ensure smooth running of short courses, enrolments or updates.

Coordinate student data entry into the Salesforce database based on registration details. Undertake student registration duties when the Centre Manager is unavailable.

Assist with projects as required including organisation of events, collation of useful information for student use and update university promotional material.

Assist with marketing activities on social media, flyer creation/distribution and event promotion.

Create content and share updates for CUC student Facebook community.

Assist with filing & record keeping.

Provide friendly and professional customer service.

Additional administrative duties at the discretion of the Centre Manager, and other delegated management promotional and support duties when the Centre Manager is on leave or otherwise unavailable.

Skills and Experience

Essential	Desired
Demonstrated organisation and time management skills	Relevant qualification or demonstrated experience in a similar role.
Demonstrated interpersonal and communication skills	Current Drivers Licence
Ability to work independently with limited direction as part of a dynamic team.	Experience using social media and design tool Canva
Passionate and enthusiastic about creating opportunities for regional students.	Mental Health First Aid Certificate
Demonstrated computer skills, including proficiency in Microsoft office and social media knowledge	
Current Working with Children Blue Card or the ability to obtain.	

Remuneration

Higher Education Industry—General Staff—Award 2020