

# University Student

## Position Description

<b>Division</b>	Community and Environmental Services	<b>Department</b>	Cultural Services
<b>Reports To</b>	Senior Communications Officer	<b>Direct Reports</b>	No

## Position Purpose

This position will provide general administrative and operational support to the Digital Solutions and Communications team.

## Responsibilities & Outcomes

As a University Student and member of the Cultural Services department you will:

- Support in the delivery of digital solutions and communications across platforms and multiple channels.
- Provide general administration and project support to the Senior Communications Officer and Senior Digital Solutions Officer.
- Participate in staff training and development and contribute to a positive working environment.
- Work cooperatively within a team-based environment.

## Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.

## Decision Making

Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

## Knowledge & Experience

- Enrolment and progression towards a tertiary qualification
- Demonstrated administration, organisation, processing and time management skills.
- Demonstrated communication skills, including written, presentation and verbal skills.
- Demonstrated experience in building relationships with internal and external stakeholders, with a strong focus on provision of quality customer service.
- Proficiency in the suite of Microsoft Office applications, including: Word, Excel and Outlook.
- Ability to work constructively in a fast-paced work environment and contribute positively to a team.
- Demonstrated ability to use initiative and discretion in carrying out tasks and upholding confidentiality.

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*