# DUTY STATEMENT – CASUAL ROLE

## Alumni Experience Assistant

<table>
<thead>
<tr>
<th>Position Level</th>
<th>Level 3</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>Division of External Engagement</td>
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<tr>
<td>Original document creation</td>
<td>October 2023</td>
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</tbody>
</table>

## Position Summary

An Alumni Experience Assistant (Level 3) provides practical and efficient administrative support to the UNSW Central Alumni Experience Team.

**This role will:**

- Provide general administrative support as required, including assisting with answering and triaging standard enquiries via email/phone/Microsoft Teams; ordering, stocking and arranging deliveries of materials; filing, printing and scanning documents; coordinating the storage of items.
- Following direction from the Alumni Engagement and Communications Coordinator and utilising standard templates, assist with drafting correspondence and briefing notes for specific Alumni Experience projects (e.g., Graduations activation).
- Maintain basic Excel spreadsheets.
- Enter data into database software and check to ensure the accuracy of the data that has been inputted, identifying and correcting data entry errors using appropriate quality and control methods.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**A person engaged is generally expected to have the following skills and experience:**

- Current UNSW Student.
- Attention to detail, time management and organisation skills.
- Excellent written and verbal communication skills and the proven ability to liaise effectively with various stakeholders, teams and colleagues.
- Experience assisting with alumni engagement programs and project delivery or equivalent will be highly regarded, but not essential.

## Additional Pre-employment checks required for this position

- Reference Checks

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*About this document*

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role. This document is intended to determine the scope of the position. To change the requirements of a position, contact the HR Business Partnering team.