DUTY STATEMENT – CASUAL ROLE

Student Assistant

Position Level | Level 1
Faculty/Division | 
Original document creation | April 2023

Position Summary
A Student Assistant (Level 1) provides assistance to the team and performs tasks that are covered by instructions and procedures.

This role will:

- Follow instructions from the manager or team leader and undertake tasks according to procedures.
- Provide administrative support to the team and assist with answering phone/email enquiries.
- Assists with accurate documentation of information and maintain and update database and systems.
- Participate in the coordination of activities, events, workshops and presentations where required.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- 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.
- Good interpersonal skills with the ability to communicate to a variety of stakeholders.
- Ability to follow direction and procedures and perform tasks in a timely manner.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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.