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POSITION DESCRIPTION – CASUAL ROLE

Student Assistant

Position Level

Level 1

Faculty/Division

Arts, Design & Architecture

Original document creation

18/10/2022

Position Summary

A Student Assistant performs tasks, projects, and activities as identified by the work area supervisor. Instructions, resources, procedures and processes will be provided to support the student assistant in being able to complete the tasks. Some previous knowledge or experience may be required for specific tasks and will be called out and identified in any Expression of Interest Process.

Accountabilities

Specific accountabilities for this role include:

- Actively participate in on-the-job training for relevant duties.
- Follow clear instructions from manager or team leader.
- Support the delivery of identified activities in schools, on campus, or online.
- Communicate feedback from staff, visitors, or stakeholders to the manager.
- Participate in identified promotional events and activities. e.g. Open day and information days
- Provide information on degree information and own experiences as appropriate to activity.
- Participate in one-on one conversations and delivering presentations to students.
- Facilitate campus tours for prospective students and visitors. Provide information about on campus facilities and support services.
- Promote the University at recruitment events by sharing your own experience and learnings.
- Provide general administrative support. e.g. marking campaigns, assist with phone calls and email enquiries, workshop and activity development
- Attend meetings with the Dean or other ADA leaders as 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.

Skills and Experience

- Current UNSW student or recent high school graduate
- Some previous experience mentoring students (desirable but not essential)
- Some volunteer experience (desirable but not essential)
- Understanding of UNSW support and services
- Good interpersonal skills with the ability to communicate to a wide variety of people
- Good organizational and time management skills
- 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

Pre-employment checks required for this position

- Right to Work Check
- Background Check

About this document

This Duty Statement outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This document is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.