

Engagement Events Assistant

College/Division	Future Students
School/Section	Engagement Events Assistant
Location	Launceston
Classification	HEO4
Reporting line	Reports to Manager, Engagement Events

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Engagement Events Assistant in the Engagement portfolio in Future Students.

The Engagement Events Assistant is responsible for supporting the planning, coordination, production, delivery, and evaluation of the University of Tasmania's stakeholder engagement events that promotes the message and values of the University; and that build relationships with the external stakeholders and the broader University community.

The role is responsible for supporting a wide range of services and support to the broad University community including stakeholder coordination, event planning, coordination, communication, and promotion of stakeholder engagement events delivered via webinar, in-person and in hybrid settings.

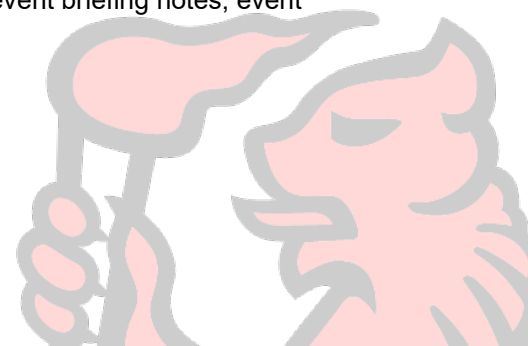
The applicant must be willing to work under direction to support the wider team and have the ability to work productively within established processes and procedures, in a fast-paced environment.

The applicant must be able to attend out-of-hours activities, be able to spend periods of time travelling inter and intrastate, and to spend time at all University campuses and locations.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Support the planning, delivery, and measurement of engagement events that promote the message and values of the University to the wider community.
- Under broad direction, produce written communications, and prepare and distribute event communications, for traditional, web and social media channels.
- Provide event management support for in-person, online and hybrid engagement events, liaise with internal and external event suppliers, and produce event run sheets, event briefing notes, event resources and event delivery assets.
- Maintain stakeholder contact data for engagement events.
- Undertake other duties as assigned by the supervisor.



What We're Looking For (success criteria)

- Experience in events, project management or administration.
- Understanding and application of event logistics.
- Ability to exercise judgment on work methods and task sequence in order to meet strict deadlines.
- Outstanding attention to detail.
- Demonstrated interpersonal skills, ability to communicate to all levels within the University.
- Proactive, creative, results-oriented outlook and able to thrive in a fast-paced environment.
- Competence with a range of computer applications including Microsoft Office (Word, PowerPoint, Excel); Adobe software suite, Zoom webinar platform, and experience using customer relationship databases, email platforms and creating digital assets.

Other position requirements

- Current Working with Vulnerable People registration, or to be obtained.
- Ability to travel intrastate/ interstate and attend out-of-hours activities.
- Undertaking manual handling and lifting >20kg

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

