



POSITION DESCRIPTION

TITLE:	Clubs Administrator
REPORTS TO:	Student Engagement Coordinator
DIRECT REPORTS:	Nil
CLASSIFICATION:	Level 3
POSITION STATUS	Part time (minimum 25 hours per week) / Full time (37.5 hours per week)
LOCATION:	University of Adelaide – North Terrace Campus

YouX MISSION

YouX exists primarily to:

- Provide amenities and services to its members; and
- To further the welfare of its members.

Further to its primary objects, it will endeavour:

- To be the main social, cultural, and support centre for all the students of the University of Adelaide;
- To represent the interests of the students of the University, individually and as a whole, to the University, government, and the community at large; and
- To ensure that its services are provided equitably across the major campuses of the University.

These objects will be achieved through a partnership of students, members, the University and staff.

PURPOSE OF POSITION

The Clubs Administrator is responsible for managing the administrative function for YouX clubs, providing superior customer service and support to the club community, and administrative assistance to the Student Engagement Coordinator and Clubs Committee.

KEY RESULT AREAS AND RESPONSIBILITIES

Key result area:	Major activities:
Clubs Administration	<ul style="list-style-type: none">• Assist with maintaining the records management systems for clubs and ensure up-to-date records of are maintained for all registered clubs.• Provide a professional service to members, students and internal/external partners by identifying, responding to and delivering on requests in a timely manner.• Represent the club function as required and facilitate meetings to provide a face to face service for club-related questions.• Assist the Clubs Committee by setting up meetings, collating and distributing meeting papers and other ad-hoc administrative tasks as required.• Attend Clubs Committee meetings to take minutes, provide advice, answer questions where required and update on grant expenditure.• Facilitate the administration of the club grants program by acknowledging

	<p>grants requests as they are received and processing these grant payments.</p> <ul style="list-style-type: none"> • Manage the reporting and documenting of the grant program, tracking club expenditure and providing advice to clubs where necessary. • Manage the club EOI, registration and re-registration process. • Assist with the development of information sheets and FAQs to assist clubs with their activities. • Independently create new procedures to make processes easier for clubs including continual review and testing of provisional club affiliations and grant administration. • Manage access to club profiles on the YouX website. • Assist with the delivery of club-related events as required including at O'Week. • Provide assistance with any club-related project work as required.
Clubs Equipment / Facility bookings	<ul style="list-style-type: none"> • Assist with the coordination of club equipment and room bookings. • Ensure items are being booked and returned in a timely manner. • Conduct regular checks of club equipment to ensure items are in good working order. • Ensure instruction manuals and Safe Operating Procedures are available for any electrical equipment or more complex equipment requiring instruction such as marquees. • Identify any new equipment that needs to be purchased. • Provide notifications to University Security for any after-hours access to facilities or equipment by clubs / individuals.
Participate in a positive culture	<ul style="list-style-type: none"> • Attend regular all staff meetings as scheduled. • Attend to student enquiries in a timely and friendly manner. • Meet regularly with the Student Engagement Coordinator, Head of Engagement and the Student Engagement team as required. • Voice views and concerns in a constructive manner. • Participation in quality improvement and training and development activities.
WHS	<p>Ensure that the work environment and work practices adopted lead to good health and safety performance. This involves compliance with all relevant WHS Legislation, Codes of Practice Standards, Policies, Operating Procedures and work instructions and being actively involved in YouX WHS systems and procedures.</p> <p>In particular all staff must:-</p> <ul style="list-style-type: none"> • Notify hazards incidents, accidents and injuries • Use plant and equipment in a safe manner • Actively participate in appropriate WHS training • Do nothing which puts themselves or others at risk of injury, or condone this behaviour in others.

SELECTION CRITERIA

Essential Criteria:	Desirable Criteria:
<p>Qualifications</p> <ul style="list-style-type: none"> • Not applicable <p>Skills, experience, and knowledge</p> <ul style="list-style-type: none"> • Strong customer service skills. • Sound knowledge of office management and administrative procedures and systems. • Minute taking skills and experience. 	<p>Qualifications</p> <ul style="list-style-type: none"> • Not applicable <p>Skills, experience, and knowledge</p> <ul style="list-style-type: none"> • 1-2 years' experience in an administrative position. • An understanding or interest in marketing and social media. • Ability to work with students and young people.

<ul style="list-style-type: none"> • Ability to manage a varied workload. • Effective time management and organisational skills. • Ability to develop and maintain effective working relationships with key stakeholders, peers and staff at all levels. • Knowledge of web-based applications such as content management systems (CMS). • Ability to determine priorities and meet deadlines. • Ability to use initiative to develop and implement solutions. 	<ul style="list-style-type: none"> • Knowledge and/or understanding of youth culture. • Knowledge of the club environment at the University of Adelaide, or at other universities.
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SPECIAL CONDITIONS

- The appointment will be subject to 6 months probation. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with direct manager, using the YouX Performance Development process.
- Take personal responsibility for understanding and complying with the YouX policies and procedures including WHS and equal employment opportunity.
- Possession of a current Class C Drivers Licence and willingness to drive.
- Out of hours work may be required. Time off in Lieu will be negotiated.
- Travel between campuses may be required.