



POSITION DESCRIPTION

TITLE:	SRC ADMINISTRATOR
REPORTS TO:	HR and Admin Manager
DIRECT REPORTS:	Nil
POSITION STATUS	Part Time 0.5 FTE / Level 3
LOCATION:	University of Adelaide – North Terrace Campus

YOUX MISSION:

YouX exists primarily to:

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

Further to its primary objectives, it will endeavour to:

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

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

PURPOSE OF POSITION

The SRC Administrator reports to the HR and Admin Manager and exists to provide administrative support and coordination for the Student Representative Council (SRC), which represents students to the University and lobbies the University, Government and other agencies for improved services to students.

KEY RESULT AREAS AND RESPONSIBILITIES

Key result area:	Major activities:
Administration	<ul style="list-style-type: none">• Responsible for providing a reception function to the SRC.• Manage and coordinate relevant administrative and statutory requirements for the SRC.• Responsible for providing administrative support to the SRC President and Office Bearers and participation in miscellaneous events, activities, programs and service delivery as requested, including:<ul style="list-style-type: none">○ Council member rostering○ Meeting requests to SRC members○ Accounts payable and receivable, in conjunction with the YouX Finance Officer○ Report preparation○ Event preparation

	<ul style="list-style-type: none"> Responsible for the effective management, storage and access of SRC records, both statutory and internal. Collate receipts and invoices for processing. Update social media and website content. Monitor and track university committee attendance. Assisting SRC President with filling casual vacancies as required. Assist the YouX Returning Officer during the annual student elections as required.
Customer Service	<ul style="list-style-type: none"> Act as contact person for general student enquiries to the SRC by directing students to the appropriate SRC member. Deliver exceptional and professional service to members, students and internal/external partners by identifying, responding to and meeting their needs. Develop and implement strategies to improve customer service and relationships with service providers. Act as a liaison between the SRC and YouX, and occasionally between the SRC and external organisations/the University.
Event Assistance	<ul style="list-style-type: none"> Assist with event preparation. Event marketing through University and online mediums. Liaise with the Engagement team (Events and Marketing) regarding SRC Events, including risk management requirements. Attend SRC Events and assist with running where required. Report any incidents /accidents at SRC events via the University reporting process.
Asset Management	<ul style="list-style-type: none"> Responsible for tracking and maintaining SRC assets, stationery, and equipment, and SRC Office. Maintenance of SRC office in a neat and presentable state and compliant with the WHS requirements.
Financial Reporting	<ul style="list-style-type: none"> Track SRC expenditure against allocated budget; Prepare reports on SRC actions and financial activities as directed by the SRC.

SELECTION CRITERIA

Essential Criteria:	Desirable Criteria:
<p>Qualifications</p> <ul style="list-style-type: none"> Nil <p>Skills, experience, and knowledge</p> <ul style="list-style-type: none"> An understanding of the purpose of student organisations Twitter, Facebook, website management Ability to manage a varied workload. Ability to determine priorities and meet 	<p>Qualifications</p> <ul style="list-style-type: none"> Qualification in Business Administration or similar field <p>Skills, experience, and knowledge</p> <ul style="list-style-type: none"> Some knowledge of the higher education sector. Knowledge and awareness of the relevant EEO and WHS legislation. Experience working in a similar role at

<p>deadlines.</p> <ul style="list-style-type: none"> • Ability to use initiative to develop and implement solutions. • Ability to develop and maintain effective working relationships with key stakeholders, peers and staff at all levels. • Ability to set priorities and respond to changing circumstances. • Ability to anticipate needs and be proactive. • Effective time management and organisational skills. • Outstanding customer service skills and understanding of customer service principles. • Ability to manage relationships with external organisations. • Experience in a customer service role. • Experience in the use of Microsoft Office, particularly Word, Outlook and Excel • Experience in drafting and editing general correspondence, minutes and reports. • Experience in writing business proposals. • Some knowledge of office management and administrative procedures and systems. • Some experience in tracking financial expenditure. • Ability and desire to work with and communicate well with students. • Ability to be flexible in prioritising workload to meet changing requirements. 	<p>another University.</p>
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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 their direct manager, using the YouX Performance Development and Review process.
- Take personal responsibility for understanding and complying with YouX policies and procedures including WHS and equal employment opportunity.
- Possession of a current Drivers Licence and willingness to drive.
- Out of hours work will be required, including fortnightly evening SRC meetings during Semester time. Time off in Lieu will be negotiated.
- Flexibility in work days / hours is highly desirable.
- Travel between campuses may be required.