



Position Title: Port Augusta Campus Support

Type of Employment: Part-time, 8 - 10 hours per week

Salary: Based on a pro-rata full time equivalent rate of \$66,828 per annum

Superannuation: Per Superannuation Guarantee

Reports to: Port Augusta Centre Manager

Location: Port Augusta

Special Conditions: All Uni Hub staff are required to complete a Working With Children Check and National Police Check. Requirement of role is supporting and working with people from diverse backgrounds.

Duties: The Port Augusta Campus Support role will be responsible for supporting the Centre Manager with administrative tasks, and maintaining the Port Augusta Study Hub.

- Opening & closing procedures completed for centre
- Providing a positive and friendly greeting and engagement with visitors or students on site.
- Manage incoming phone calls and enquiries in a professional and helpful manner and refer to other staff, as appropriate.
- Supporting Uni Hub staff, students and co-tenants with printing and basic IT problem-solving tasks and liaise with Uni Hub's IT provider to resolve service or equipment issues.
- Ensuring the facility is maintained in a clean, tidy and hygienic manner and complies with any health or government advice.
- Ensuring the Hub facility and equipment are set out and maintained to a high standard to maximise a positive experience by students and visitors.
- Liaising with local Council and sub-contractors regarding facility lease, building maintenance, cleaning, security and third-party access arrangements.
- Set up and oversee meetings and events held on site, including venue hire, IT and catering requirements.
- Assist in preparation and delivery of exam invigilation.
- Organise & maintain Hub merchandise, event & marketing equipment.

PORT PIRIE - PORT AUGUSTA - KADINA - PORT LINCOLN - ROXBY DOWNS

a. 97 Ellen Street PORT PIRIE SA 5540
p. 08 8656 9951 **e.** admin@unihubsg.org
w. unihubsg.org

Attributes and qualifications: This role will require a broad range of competencies including:

- Excellent interpersonal communication and ability to contribute positively and effectively within a small team environment.
- Strong attention to detail
- An encouraging and compassionate attitude that supports the wellbeing and positive learning experience for students.
- High level of autonomy & initiative
- Strong competency in the use of office and information-related technology, including Microsoft Office and familiarity with online meeting options.

Applications and Enquiries

To express your interest in this role, please complete forward a current CV and cover letter highlighting your experience by email to: admin@unihubsg.org by **5.00pm on Friday 9th January 2026.**

For further information about Uni Hub, please visit our website: www.unihubsg.org. For queries about this position, please contact Shanon Pillion, Centre Manager on 0436 472 494 or at shanon.pillion@unihubsg.org .