



ROLE DESCRIPTION

Position Title: Administration and Centre Support

Type of employment: Part-Time

Reports to: Centre Manager

Employment Base: Port Lincoln, South Australia

Salary and Conditions: Clerks Award - Level 2

Role Description:

The Administration and Centre Support Officer is a key part of helping Uni Hub Spencer Gulf to build a strong and positive reputation in the community by:

- Providing a positive and friendly greeting and engagement with visitors or students on site.
- Managing 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 study centre 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 supporting meetings and events held on site, including venue hire, IT and catering requirements.
- Preparing and maintaining databases, files and documents in accordance with Uni Hub policies and procedures.
- Supporting the Uni Hub at external events and functions, as required.
- Representing the Uni Hub in a positive and professional manner within the community.
- Supporting the Uni Hub Centre Manager and CEO with other tasks as directed.

Experience and Qualifications

This role will require a broad range of competencies including:

- Ability to multi-task efficiently, prioritise and manage tasks in a fast, courteous, and pleasant manner.
- Excellent interpersonal communication and ability to contribute positively and effectively within a small team environment.
- High level of competency with Microsoft Office programs, email and spreadsheet database entry.
- Strong competency in the use of office and information-related technology, including computers, printers, and familiarity with teleconference, video and web-based meeting options.
- Attention to detail and flair for visual design.
- High level of autonomy, initiative and problem-solving skills.
- Strong local networks within the local community and surrounding districts.

All Uni Hub staff are required to complete a satisfactory childsafe, criminal history & background screening check.

Employment Arrangements

This position will be employed on a part-time basis and located at the Uni Hub study centre in Port Lincoln. Some travel to other Uni Hub sites, may also be required from time to time.

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: cate.wuttke@unihubsg.org by **5.00pm on Thursday 30th November 2023**.

For further information about Uni Hub, please visit our website: www.unihubsg.org. For queries about this position, please contact Cate Wuttke, Uni Hub Centre Manager on email: cate.wuttke@unihubsg.org or phone: 0493 499 400.