



## ROLE DESCRIPTION

**Position Title:** Administration and Campus Support – Port Augusta

**Type of employment:** Casual

**Reports to:** Campus Coordinator, Port Augusta

**Employment Base:** Port Augusta, South Australia

**Salary and Conditions:** Clerks Award - Level 2, Year 2

### **Role Description:**

The Administration and Campus 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 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 Port Augusta 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 Campus Coordinator 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 Port Augusta 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 casual basis and located at Uni Hub campus in Port Augusta, 52 Commercial Road. Some travel to other Uni Hub sites, particularly Port Pirie, may also be required from time to time.

## Applications and Enquiries

Applications must be received by email to: [admin@unihubsg.org](mailto:admin@unihubsg.org) by **5.00pm on Wednesday 12<sup>th</sup> May 2022** and include a cover letter outlining relevant experience, a current resume and two referees.

For further information about Uni Hub, please visit our website: [www.unihubsg.org](http://www.unihubsg.org). For queries about this position, please contact Port Augusta Coordinator Shanon Pillion on email: [shanon.pillion@unihubsg.org](mailto:shanon.pillion@unihubsg.org) or phone: 0436 472 494 or 8656 9951.